



## **Town of Arlington Board of Selectmen**

### **Meeting Agenda**

October 31, 2016

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

1. Request Vote of the Board - To Approve the Sale of \$25,660,000 of General Obligation Bonds  
Stephen J. Gilligan, Treasurer & Collector of Taxes
2. Public Cable Hearing: Approval Transfer of the Cable Television Licensee Yankee Cable Partners, LLC to Radiate Holdings, LP  
John Maher, Esq., Cable Advisory Committee Chairman

### **CONSENT AGENDA**

3. Minutes of Meetings: October 17, 2016
4. Request: Special (One Day) Beer & Wine License, 11/6/16 @ Robbins Memorial Town Hall for a Private Event  
Joan and Jim Robbio
5. Request: Special (One Day) Beer & Wine License, 11/17/16 @ Robbins Memorial Town Hall for the '6th Annual Out on the Town Gala' to Support the Arlington Youth Counseling Center  
Arlington Health & Human Services Charitable Corp.
6. Vote: Special Municipal Employee/Department of Public Works  
Michael Rademacher, Director, Department of Public Works
7. Appointment of New Election Workers: (1) Jill Dilworth, 4 Winslow Street, Pct. 10, U; (2) Julia Vail, 88 Park Avenue, Pct. 20, U

### **APPOINTMENTS**

8. Arlington Cultural Council  
David B. Harris  
Asia Kepka  
(terms to expire 10/31/2019)

### **LICENSES & PERMITS**

9. Request: Class II  
Arlington Gulf, 85 River Street, Adnan Rahim

### **CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM**

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the

policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

#### **TRAFFIC RULES & ORDERS / OTHER BUSINESS**

10. Special Event  
Support Arlington Heights - D'Agostino's/Penzey's Spices Lot  
Saturday, November 12th from 5pm-7pm  
Claudine Swartz, Support Arlington Heights
11. Approval: Memorial for Major Howard Sessler  
Alexander J. Salipante, Chairman, Public Memorial Committee
12. For Discussion & Approval: Recommendations from Parking Implementation and Governance Committee  
Adam W. Chapdelaine, Town Manager
13. For Approval: No U-Turn Sign at Mass Ave and Boulevard Road  
Adam W. Chapdelaine, Town Manager
14. For Discussion: Response to Belmont's Withdrawal from Minuteman School District  
Daniel J. Dunn, Vice Chair
15. For Discussion & Approval: Board and Manager Goals FY2016 - FY2017  
Adam W. Chapdelaine, Town Manager
16. For Approval: Opening of Warrant for Annual Town Meeting 2017

#### **NEW BUSINESS**

#### **EXECUTIVE SESSION**

##### **Review and Release of Executive Session Minutes**

Douglas J. Heim, Town Counsel

Next Scheduled Meeting of BoS November 14, 2016



## **Town of Arlington, Massachusetts**

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### **Request Vote of the Board - To Approve the Sale of \$25,660,000 of General Obligation Bonds**

#### **Summary:**

Stephen J. Gilligan, Treasurer & Collector of Taxes

#### **ATTACHMENTS:**

Type	File Name	Description
▢ Reference Material	59428608_1-Selectmen_Vote_Bonds__11-2016_(1).docx	Reference Material
▢ Reference Material	Memo_Oct27_2016_toSLCTMN_Vote_To_Approve_Bond_Sale_FINAL_(2).doc	Reference Material

## VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Arlington, Massachusetts (the “Town”), certify that at a meeting of the board held October 31, 2016, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$25,660,000 General Obligation Municipal Purpose Loan of 2016 Bonds of the Town dated November 9, 2016 (the “Bonds”) to FTN Financial Capital Markets at the price of \$27,700,892.54 and accrued interest is hereby approved and confirmed. The Bonds shall be payable on November 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2017	\$1,395,000	4.00%	2028	\$960,000	4.00%
2018	1,360,000	4.00	2029	960,000	4.00
2019	1,335,000	4.00	2030	955,000	3.00
2020	1,310,000	4.00	2031	920,000	4.00
2021	1,290,000	4.00	2032	840,000	3.00
2022	1,135,000	4.00	2033	840,000	3.00
2023	1,120,000	4.00	2034	830,000	3.00
2024	1,030,000	4.00	2036	1,650,000	3.00
2025	1,025,000	4.00	2037	555,000	3.00
2026	1,020,000	4.00	2041	2,220,000	3.00
2027	960,000	4.00	2045	1,950,000	3.125

Further Voted: that the Bonds maturing on November 1, 2036, November 1, 2041 and November 1, 2045 (each a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

### Term Bond due November 1, 2036

<u>Year</u>	<u>Amount</u>
2035	\$825,000
2036*	825,000

\*Final Maturity



Term Bond due November 1, 2041

<u>Year</u>	<u>Amount</u>
2038	\$555,000
2039	555,000
2040	555,000
2041*	555,000

\*Final Maturity

Term Bond due November 1, 2045

<u>Year</u>	<u>Amount</u>
2042	\$555,000
2043	555,000
2044	555,000
2045*	285,000

\*Final Maturity

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 19, 2016 and a final Official Statement dated October 26, 2016 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: October 31, 2016

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Clerk of the Board of Selectmen

AM 59428608.1



**COPY**

***Office of the Treasurer & Collector of Taxes***

***Town of Arlington, Massachusetts  
730 Massachusetts Avenue  
Arlington, MA 02476***

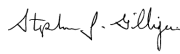
***Telephone Number: 781-316-3031  
Facsimile Telephone: 781-316-3039***

**Stephen J. Gilligan  
Treasurer & Collector of Taxes**

**MEMORANDUM**

To: Board of Selectmen:  
Ms. Diane M. Mahon, Chairman  
Mr. Daniel J. Dunn, Vice Chairman  
Mr. Kevin F. Greeley  
Mr. Joseph Curro  
Mr. Stephen Byrne

Cc: Adam W. Chapdelaine, Town Manager

From: Stephen J. Gilligan, Treasurer & Collector of Taxes 

Date: October 27, 2016

Re: Request Vote of The Board – To Approve The Sale Of \$25,660,000 Of General Obligation Bonds.

This memorandum requests a vote of the Board of Selectmen to approve the sale of \$25,660,000 of General Obligation Bonds, at the upcoming meeting of the Board scheduled for Monday, October 31, 2016, at 7:15pm.

The Town received competitive bids from bond underwriters on Wednesday, October 26, 2016, for a \$25,660,000 29-year bond issue. FTN Financial Capital Markets was the winning bidder on the Bonds with an average net interest rate of 2.59%. The Town received a total of 8 bids on the Bonds. Bond proceeds will be used to finance various municipal purposes, including capital projects and school construction.

The Town received premiums with the bids, contributing to the low net average interest cost of the issues. The premium received with the successful bid is \$2,100,000.

The amount of the borrowing is \$468,000 less than originally authorized, given the Town receiving the above premium as a part of the winning bid. That portion of the premium offsets the total amount being borrowed, for the debt-excluded Stratton School project. The remaining portion of the premium received, will be used to offset future FY2018 Capital Projects, pursuant to the recently passed Municipal Modernization Act.

Prior to the sale, S&P Global Ratings Services, a municipal bond credit rating agency, affirmed the Town's long-term rating of 'AAA'. The rating agency cited the Town's very strong

economy, strong management with good financial policies and practices, strong budgetary performance, very strong budgetary flexibility and liquidity, strong debt and contingent liability position, and strong institutional framework as positive credit factors. This is the 13<sup>th</sup> consecutive Triple-A rating assigned to the Town's bonds.

The estimated additional interest cost saved by the Town in comparing our rating of "AAA" versus a rating drop to AA+, is approximately \$375,000.

Upon a positive vote of the Board, the closing of the bonds and receipt of proceeds will be November 9, 2016. The official vote for the Board appears below.

Details of the purposes of the General Obligation Bonds are:

Capital Project Totals:

- \$ 4,830,000 of Capital Projects appropriated by vote under Article 36(3) of the 2016 Annual Town Meeting (ATM), for the following categories:
  - \$1,200,000 Community Safety
  - \$ 87,000 Comptroller
  - \$ 919,000 Information Technology
  - \$ 32,000 Library
  - \$ 20,000 Planning & Community Development
  - \$2,041,000 Public Works
  - \$ 50,000 Recreation Department
  - \$ 90,000 Redevelopment Board
  - \$ 391,000 School Capital Projects

Permanently financed Bond Anticipation Notes (BANs):

- \$6,000,000, (partial funding) authorized by Vote of Town Meeting under Article 2, and Article 3 of the January 2016 Special Town Meeting, for the purpose of construction of Modular Classrooms, and
- \$9,232,000 previously authorized by the 2015 Annual Town Meeting:
  - Community Safety Building \$7,647,000
  - Peirce School Field Renovations \$ 500,000
  - Stratton School Improvements \$1,085,000

\$5,598,000 remaining from the Vote of Town Meeting under Article 2, and Article 3 of the January 2016 Special Town Meeting, for the purposes of construction of Modular Classrooms, is a portion of the total amount borrowed.

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Dated: October 31, 2016

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Clerk of the Board of Selectmen



## **Town of Arlington, Massachusetts**

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### **Minutes of Meetings: October 17, 2016**

#### **ATTACHMENTS:**

Type	File Name	Description
▣ Reference Material	10.17.16_draft_minutes.docx	Draft Minutes 10.17.16

TOWN OF ARLINGTON  
BOARD OF SELECTMEN

Meeting Minutes  
Monday, October 17, 2016  
7:15 PM

Present: Mrs. Mahon, Chair, Mr. Dunn, Vice Chair, Mr. Greeley, Mr. Byrne, and Mr. Curro.  
Also Present: Mr. Chapdelaine, Mr. Heim, and Mrs. Krepelka.

**CONSENT AGENDA**

1. Minutes of Meetings: September 26, 2016
  2. Reappointments: Tree Committee  
Mary Ellen Aronow  
Eliza Burden  
Susan Stamps  
Ed Trembly  
(terms to expire 10/31/2019)
  3. Reappointment: Zoning Board of Appeals  
Christian Klein (term to expire 10/1/2019)
  4. Request: Permit for Veterans' Day Parade, Friday, November 11th  
Jeffrey A. Chunglo, Director of Veterans Services
  5. Approval: Lions Eye Mobile on Street @ Town Hall, 730 Massachusetts Avenue on  
Saturday, 10.29.2016  
David B. Garrity, Arlington Lions Club
  6. Request: Special (One Day) Beer & Wine License, 10/29/16 @ Whittemore Robbins  
House for a Private Event  
Rachel Diamond-Calow
  7. Request: Special (One Day) All Alcohol License, 11/5/16 @ Whittemore Robbins House  
for a Private Event  
Peter Mahoney
  8. Appointment of New Election Workers: (1) Virginia M. Aprile, 73 Webcowet Road, Pct.  
9, U
- Mr. Byrne moved approval subject to all conditions as set forth. SO VOTED (5-0)



## **APPOINTMENTS**

9. Council on Aging  
Rick Fentin (term to expire 6/30/2019)  
(tabled from 9/12/16 meeting)  
Mr. Curro moved approval. SO VOTED (5-0)
10. Tree Committee  
Mara Vatz (term to expire 10/31/2019)  
Mr. Dunn moved approval. SO VOTED (5-0)
11. Vision 2020 Standing Committee  
Nathaniel Strosberg, Senior Planner (term to expire 6/30/2019)  
Mr. Curro moved approval. SO VOTED (5-0)
12. Zoning Board of Appeals  
Joseph Moen, Esq. (term to expire 10/1/2018)  
Mr. Greeley moved approval. SO VOTED (5-0)  
Patrick Quinn, (term to expire 10/1/2019)  
Mr. Greeley moved approval. SO VOTED (5-0)
13. Zoning Board of Appeals, Associate Members  
Pam Heidell  
Walter Fey  
(terms to expire 10/1/2017)  
Mr. Curro moved approval. SO VOTED (5-0)

## **CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM**

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

James Tsihlis, 2 Glenbrook Lane, Apt. 5, appeared before the Board regarding the Sono Restaurant at 475 Summer Street. He asked the Board if they would please investigate and hopefully alleviate some of the problems in his area.

Mr. Greeley asked that Mr. Tsihlis's letter listing his concerns be referred to the Town Manager for review and recommendations. SO VOTED (5-0)

## **TRAFFIC RULES & ORDERS / OTHER BUSINESS**

14. Vote: Bike Repair Station Location

Nat Strosberg, Senior Planner

Mr. Strosberg stated that the Arlington Bicycle Advisory Committee requests that the Board endorse the Town Manager's approval of a bicycle repair facility along the Minuteman Bikeway that would be constructed by the Arlington branch of Whole Foods. Whole Foods has offered to fund and coordinate the construction of a bicycle repair facility along the Minuteman Bikeway. In return, Whole Foods would like to place its logo on the facility. This user-friendly facility would be operated by the bicycle rider and accommodates one bicycle. The proposed facility location is a portion of the vegetated area along side the bikeway in the vicinity of the kiosk managed by the Committee on Tourism and Economic Department.

Mr. Dunn stated he thinks it is a great idea and fully supports it since he is also a cyclist.

Mr. Dunn moved approval subject to the Planning Department approving the signage.

SO VOTED (5-0)

15. Vote: Creation of 25th Anniversary Committee for Minuteman Bikeway

Nat Strosberg, Senior Planner

Mr. Strosberg asked the Board to create a 25th Anniversary Committee for the Minuteman Bikeway which was built in 1992 and passes through Arlington, Lexington, Bedford and Cambridge.

Mr. Greeley stated that this is the 43rd year since the process to build the bikeway began. Bikeways typically take years to come to fruition because the process involves easements and coming to terms with residents whose property may interfere with the proposed bike path. He feels the bikeway has been a tremendous success and was definitely worth all the effort that went into it.

Mr. Byrne moved approval to create a 25th Anniversary Committee. The Committee will include the Town Manager, Selectman Dunn and Christopher Tonkin of the Bicycle Advisory Committee.

SO VOTED (5-0)

16. Arlington Public Art Presentation

Adria Arch (tabled from 9.26.16 meeting)

Cecily Miller presented a detailed presentation of the East Arlington Public Arts Projects.

Mr. Curro and Mr. Greeley thanked Ms. Miller and Ms. Arch for their excellent work in making East Arlington a wonderful place to visit and see all the art exhibits.

Ms. Miller invited the Board and all residents to join them on their "Walking Tour, November 5th from 1 - 3 p.m. starting at the Fox Library.

Mr. Curro moved receipt of report.

SO VOTED (5-0)

17. Presentation: Preventative Maintenance Strategy of Facilities Department

Adam W. Chapdelaine, Town Manager

Ruthy Bennett, Facilities Director

Ms. Bennett presented a detailed report of the progress made to date by the Facilities Department in its first year of existence. Ms. Bennett focused on the preventative maintenance planning and scheduling that has been implemented.

The Board thanked Ms. Bennett for her excellent presentation.

Mr. Greeley moved receipt of report.

SO VOTED (5-0)

18. Arlington Center Parking Management Discussion

A) 15 Minute Free Parking

B) Other Considerations

Adam W. Chapdelaine, Town Manager

The Parking Implementation and Governance Committee met to discuss the policy of providing 15 minutes of free parking at single space meters, both on the street and at the Robbins Library. The Committee recommends that the Selectmen adopt this allowance.

Mr. Byrne stated that if it doesn't work out, the Committee can review the decision.

Mr. Dunn feels this recommendation will make parking more available for businesses in that area.

Mr. Byrne moved approval.

SO VOTED (5-0)

19. Vote: Oaktree 40B Proposal - Board Position

Adam W. Chapdelaine, Town Manager

Douglas W. Heim, Town Counsel

The Board directed Town Counsel Heim to refine their comments to the ZBA until after their November 14th meeting. Mr. Heim will present final letter to the Board at their November 14th meeting.

John Horwitz, Dorothy Road, thanked the Board for all their support regarding the Oaktree 40B Proposal.

Pam Miller, 43 Burch Street, also thanked the Board for their support; she feels this is an Arlington issue and not just the neighborhood about the 40B proposal.

**CORRESPONDENCE RECEIVED**

Robbins Library Parking Meters

Martha Ingols, 148 Herbert Road

Mr. Curro asked that this request be referred to the Parking Implementation and Governance Committee to look at again.

SO VOTED (5-0)

Public Transportation and Cycling Infrastructure

Simon Chase via e-mail

Mr. Dunn stated this accident was very painful for all cyclists and hopefully, with the monies received from the Complete Streets Program, we can improve our roadways for all bicylists.

Mr. Greeley moved receipt of "Correspondence Received".

SO VOTED (5-0)

## **NEW BUSINESS**

Mr. Heim reported that at tonight's meeting of the Redevelopment Board, they voted no action on STM Articles 10 and 11.

Eileen Cahill, 48 Dickson Avenue, asked the Selectmen to please reconsider the parking meter fees for St. Agnes Church, Fidelity House and Saint Agnes School. Town Manager Chapdelaine stated he would refer her requests and concerns to the Parking Implementation and Governance Committee for review.

Mr. Chapdelaine stated that Allison Carter has been hired as the new Economic Development Coordinator. The Town Manager stated Ms. Carter is Executive Director of Brighton Main Street--a local government to spur economic growth in Brighton. Ms. Carter will start employment with the Town of Arlington on November 14th.

Mr. Greeley stated he Mr. Chapdelaine and Mr. Curro attended the 100th Anniversary of the Chamber of Commerce on Thursday, October 6th at the Sons of Italy. 100 years ago the Chamber was called the Arlington Board of Trade.

Mr. Curro thanked Arlington citizens, the Fire Department and the Police Department for all their heroic efforts as first responders to assist the woman that accidentally drove into Spy Pond. He especially thanked the three bystanders that jumped into the water and were able to rescue the woman.

Mr. Curro stated that recently he attended the Ottoson Middle School - Inside Out Ottoson Program. This is a public art project that aims to celebrate the diversity of the school community with the outside world. The unveiling of the project on the school grounds is October 29th from 11:00 a.m. to 1:00 p.m. and the public is invited to attend.

Mr. Curro also reminded Arlington residents that Early Voting starts Monday, October 24th at Town Hall.

Mr. Dunn reported that Belmont is having a Special Town Meeting on Wednesday, October 19th, to decide if the Town of Belmont will vote to leave Minuteman. Mr. Dunn is encouraging all Arlington residents to ask their friends in Belmont to support Minuteman School.

Mrs. Mahon stated that she and Town Manager Chapdelaine attended a School Enrollment Task Force Meeting on October 5th. At said meeting they discussed the Thompson School, Gibbs School and the future addition to Hardy School. The Committee will meet again in November.

Mr. Byrne moved to adjourn at 9:35 p.m.

SO VOTED (5-0)

A true record: Attest

Marie A. Krepelka  
Board Administrator

Next Scheduled Meeting of BoS October 31, 2016.

10/17/16

Agenda Item	Documents Used
1.	Minutes of Meetings: September 26, 2016
2.	Reappointments: Tree Committee Mary Ellen Aronow Eliza Burden Susan Stamps Ed Trembly (terms to expire 10/31/2019)
3.	Reappointment: Zoning Board of Appeals Christian Klein (term to expire 10/1/2019)
4.	Request: Permit for Veterans' Day Parade, Friday, November 11th Jeffrey A. Chunglo, Director of Veterans Services
5.	Approval: Lions Eye Mobile on Street @ Town Hall, 730 Massachusetts Avenue on Saturday, 10.29.2016 David B. Garrity, Arlington Lions Club
6.	Request: Special (One Day) Beer & Wine License, 10/29/16 @ Whittemore Robbins House for a Private Event Rachel Diamond-Calow
7.	Request: Special (One Day) All Alcohol License, 11/5/16 @ Whittemore Robbins House for a Private Event - Peter Mahoney
8.	Appointment of New Election Workers: (1) Virginia M. Aprile, 73 Webcowet Road, Pct. 9, U
9.	Council on Aging – Rick Fentin (term to expire 6/30/2019)
10.	Tree Committee – Mara Vatz (term to expire 10/31/2019)
11.	Vision 2020 Standing Committee – Nathaniel Strosberg, Senior Planner – (term to expire 6/30/2019)
12.	Zoning Board of Appeals – Joseph Moen, Esq. (term to expire 10/1/2018) Patrick Quinn, (term to expire 10/1/2019)
13.	Zoning Board of Appeals, Associate Members Pam Heidell, Walter Fey - (term to expire 10/1/2017)
14.	Vote: Bike Repair Station Location - Nat Strosberg, Senior Location
15.	Vote: Creation of 25th Anniversary Committee for Minuteman Bikeway Nat Strosberg, Senior Planner
16.	Arlington Public Art Presentation Adria Arch
17.	Presentation: Preventatives Maintenance Strategy of Facilities Department
18.	Arlington Center Parking Management Discussion
19.	Vote: Oaktree 40B Proposal - Board Position
Corr. Rec'd	1. Robbins Library Parking Meters, Martha Ingols, 148 Herbert Road 2. Public Transportation and Cycling Infrastructure, Simon Chase



## Town of Arlington, Massachusetts

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**Request: Special (One Day) Beer & Wine License, 11/6/16 @ Robbins Memorial Town Hall for a Private Event**

**Summary:**

Joan and Jim Robbio

**ATTACHMENTS:**

Type	File Name	Description
<input type="checkbox"/> Reference Material	Robbio_one_day.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL ALCOHOL LICENSE APPLICATION**

Name of Applicant: Joan/Jim Robbio

Address, phone & e-mail contact information:

4 Bradley Rd., Arlington, 781-643-1716, jrobbio@verizon.net

Name & address of Organization for which license is sought:

same as above

Does this Organization hold nonprofit status under the IRS Code? ☒ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):

\_\_\_\_\_

Address, phone & e-mail contact information:

\_\_\_\_\_

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☐ NO ☐ If so, please give date(s) of Special Licenses and/or applications and title of event(s).

\_\_\_\_\_

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

NO

24-Hour contact number for Responsible Manager on Event date:

781-643-1716

Title of Event:

Reception for art exhibit at Arlington town Hall

Date/time of Event:

Sunday, November 6, 2016, 2:00 pm - 5:00 pm

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer/Vicki Rose

Method(s) of invitation/publicity for Event:

Invitation, email announcement

Number of people expected to attend: 75

Expected admission/ticket prices: NA

Expected prices for food and beverages (alcoholic and non-alcoholic):

n/A

Will persons under age 21 be on premises? no

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Bartenders will check for ID's

Have you consulted with the Department of Police Services about your security plan for the Event?

YES

#### OFFICE USE ONLY

*For Police Chief, Operations Commander, or designee:*

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

*Opc. Corey P. Rataeau*  
*Opc. Corey P. Rataeau*  
Printed name/title

Date 10/27/16

POLICE COMMENTS:



What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

beer/wine

What types of food and non-alcoholic beverages do you plan to serve at the Event?

savory and sweet tapas/ waters/sodas

Who will be responsible for serving alcoholic beverages at the Event?

Premier Bartending Service

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS CERTIFICATION

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc):

Atlas Liquors, Medford

Date of Delivery: Sat. November 5, 2016

Alcohol Serving Time (s) 2:00 pm - 5:00 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

The Robbio's will take excess alcohol home

Date of Pick-Up:

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

ATTACHED

**Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.**

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: \_\_\_\_\_

Printed name: Joan Robbio

Printed title & Organization name: \_\_\_\_\_

Email: jrobbio@verizon.net

revised: 5/18/2015 reformatted: 2/25/2016



**ROBBINS MEMORIAL TOWN HALL AUDITORIUM**  
**730 Massachusetts Avenue, Arlington, Ma. 02476**

27 September 2016

**SECURITY PLAN FOR ROBBIO ART EXHIBIT RECEPTION.**

Joan and Jim Robbio are sponsoring an event - an art exhibit reception - on Sunday, November 6, 2016, 2:00 pm to 5:00 pm at the Arlington Town Hall. A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

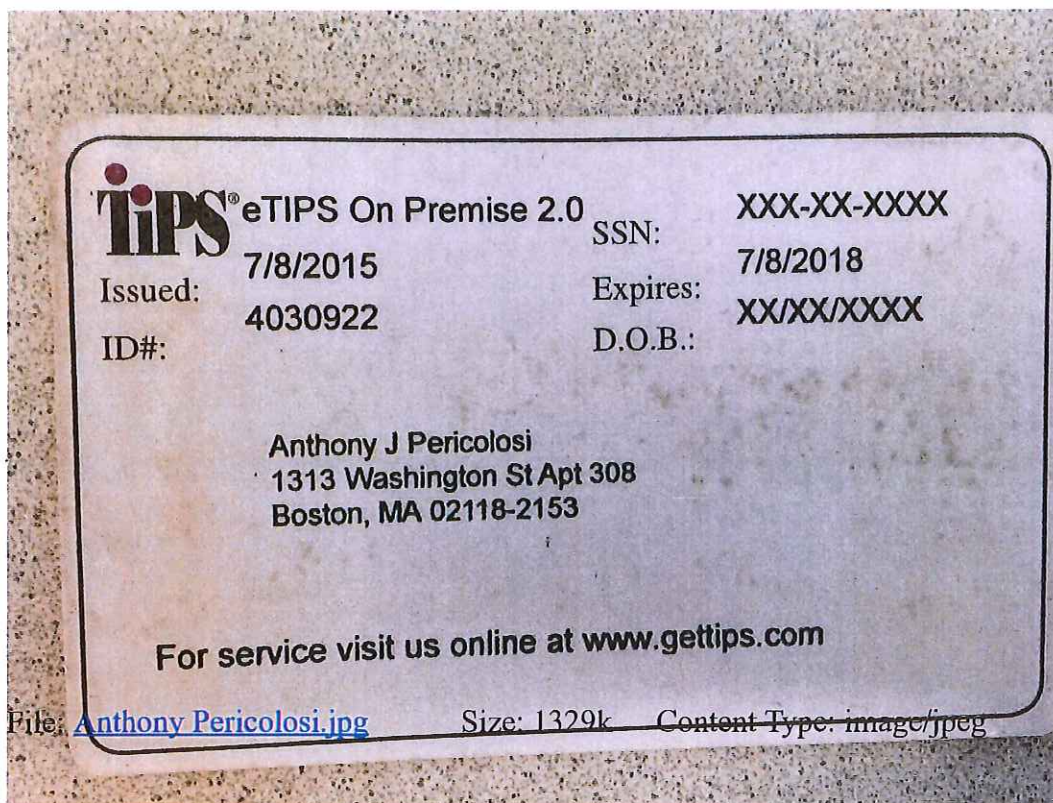
Admission to the reception is free. We expect 50-75 people to attend.

Patsy Kraemer will be the event coordinator for the event. Premier Bartending Service will provide bartending service and food will be provided by the Robbio's. Greg Stathopoulos will be the custodian for the event. The Robbio family will be responsible for ensuring that the event runs smoothly.

A fire services detail will be hired for the event.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.





12/10/2015

Issued: 38942

ID#:

12/1/2016

Expires:

12

Trainer Year:

Edward R Garland, Jr.

28 Saunders St

North Weymouth, MA 02191-1014

**Trainer Certification Card**





GORDWAL-02

JHOGAN

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/1/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Roblin Insurance Agency 144 Gould Street Suite 100 Needham, MA 02494	CONTACT NAME: PHONE (A/C, No, Ext): (781) 455-0700 FAX (A/C, No): (781) 449-8976 E-MAIL ADDRESS: certificates@roblininsurance.com
INSURED  Premier Bartending & Beverage Service, Inc. Inc., Mr. Glen Hoffman 888 Main Street Waltham, MA 02451	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Insurance Co INSURER B: Torus Specialty Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 36161

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			680-4B652113-16-42	03/11/2016	03/11/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			88915C164ALI	03/11/2016	03/11/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Town of Arlington is additional insured with regard to liability of the named insured.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Arlington Town Hall 730 Massachusetts Ave. Arlington, MA 02476	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Peter Roblin</i>
---	--

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## **Town of Arlington, Massachusetts**

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**Request: Special (One Day) Beer & Wine License, 11/17/16 @ Robbins Memorial Town Hall for the '6th Annual Out on the Town Gala' to Support the Arlington Youth Counseling Center**

**Summary:**

Arlington Health & Human Services Charitable Corp.

**ATTACHMENTS:**

Type	File Name	Description
<input type="checkbox"/> Reference Material	AYCC_one_day.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL (ONE-DAY) LIQUOR LICENSE APPLICATION**  
**(TO BE FILLED OUT BY EVENT REQUESTOR)**

Name of Applicant: **Arlington Health and Human Services Charitable Corp**

Address, phone & e-mail contact information: 670R Mass Ave, Arlington, MA  
781-316-3259; cleger@town.arlington.ma.us

Name & address of Organization for which license is sought:  
AHHSCC (Arlington Youth Counseling Center)  
670R Massachusetts Avenue  
Arlington, MA 02476

Does this Organization hold nonprofit status under the IRS Code?   X   Yes      No

Name of Responsible Manager of Organization (if different from above):  
Colleen Leger

Address, phone & e-mail contact information: same as above

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year?  
  NO   If so, please give date(s) of special licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?  
Yes, the Gala was held at Arlington Town Hall last year on October 23rd

24-Hour contact number for Responsible Manager on Event date: 617-851-8068

Title of Event: 6<sup>th</sup> Annual Out on the Town Gala to Support the Arlington Youth Counseling Center

Date/time of Event: Thursday, November 17, 2016; 7:00-10:00pm

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer, Event Site Coordinator

Method(s) of invitation/publicity for Event: Invitations, traditional and social media, posters/flyers



Number of people expected to attend: 350

Expected admission/ticket prices: \$75 per person

Expected prices for food and beverages (alcoholic and non-alcoholic): Food included in ticket prices; \$5 for beer and wine; \$2 for soda/water

Will persons under age 21 be on premises? No

If "yes," please detail plan to prevent access of minors to alcoholic beverages. \_\_\_\_\_

Have you consulted with the Department of Police Services about your security plan for the Event? Yes,  
have spoken with Officer Rateau \_\_\_\_\_

*For Police Chief, Operations Commander, or designee:*

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

H. Corey P. Rateau date 10/16/17  
Off. Corey P. Rateau  
Printed name/title Request at least two details

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol "one day" licenses are available only to nonprofit organizations.)  
Beer and wine only

What types of food and non-alcoholic beverages do you plan to serve at the Event? Stationary and passed  
hors d'oeuvres, desserts, sodas, water, coffee, tea

Who will be responsible for serving alcoholic beverages at the Event? \_\_\_\_\_  
Premier Bartending and Beverage Service

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.  
There will be three servers, all of whom are over 21 and TIPS Trained

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.  
Tony Pericolosi 7-1-1970

Christine Sullivan 3-19-1981

Heather Paterson 7-31-1965

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc)) Atlas Liquors

DATE of Delivery: November 17, 2016 Alcohol Serving TIME: 7pm - 10pm.  
How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

Excess will be picked up by the wholesaler and credited to the account. Pick up will be November 18, 2016

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

**Please submit this completed form and filing fee to the Board of Selectmen  
at least 21 days before your Event. Failure to provide complete  
information may delay the processing of your application.**

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature: Colleen Leger

Printed name: Colleen Leger

Printed title & Organization name: Executive Director, AYCC

Email: [cleger@town.arlington.ma.us](mailto:cleger@town.arlington.ma.us)

***AYCC Out on the Town Gala 2016***

**Thursday, November 17, 2016**

**7-10pm**

**Arlington Town Hall**

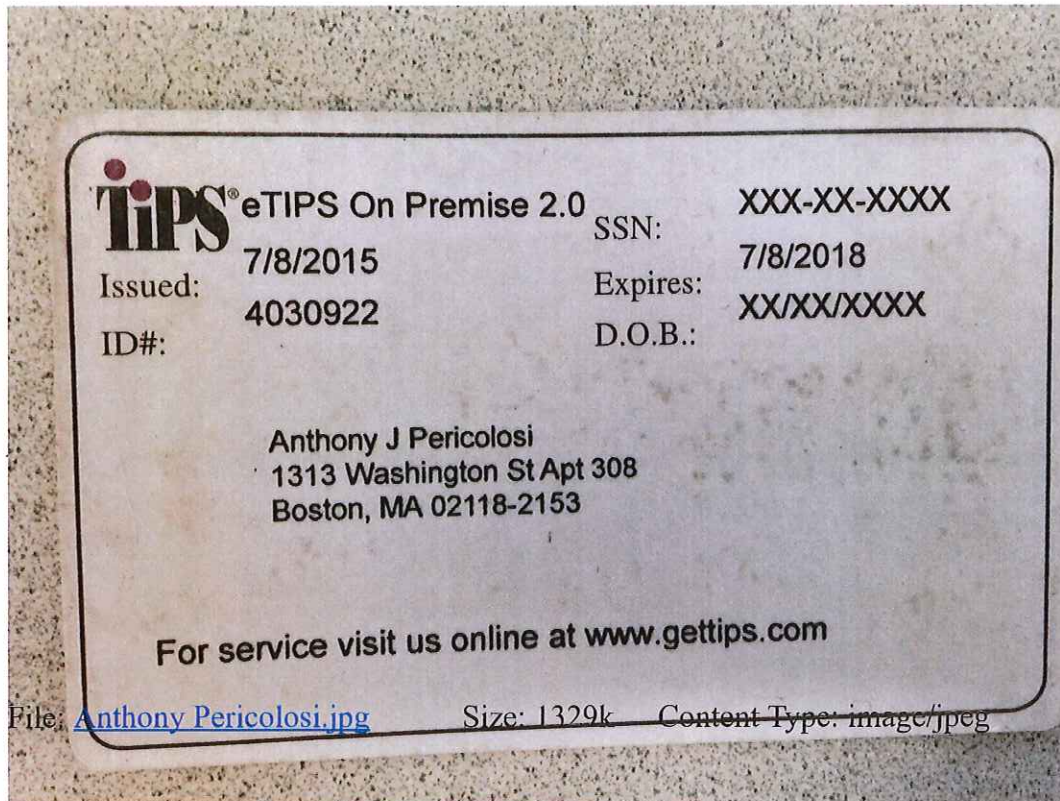
**Security Plan**

The sixth annual *Out on the Town Gala* to support the Arlington Youth Counseling Center will be held on Thursday, November 17, 2016 from 7-10pm at the Arlington Town Hall. The event will be catered by Whole Foods Arlington and between 300-350 people are expected to attend. As in the past five years, two police officers will be hired to assist with event security. All attendees will be over the age of 21 and all attendees will be screened at the door. All event participants will have a name badge as a way to identify anyone that may have entered without being screened.

Each officer will be available to assist with any issues that may arise onsite at the event. At the beginning and end of the evening, one officer will be available to assist residents with crossing Mass Ave. The other officer will be in the Town Hall floating to prevent any issues. Each bartender is over the age of 21, and is TIPS certified. No person will be over served.

This is the sixth year hosting this event. As in past years, there will be a clear organizational structure in place to run the event. There will be one designated person solely responsible for the bar and monitoring the crowd for any issues. Any issues identified will be brought to a previously designated staff person from the Arlington Youth Counseling Center and the Police Officer in charge. There will also be 2 Fire Fighters hired for site safety as crowd monitors. All exits will be clearly lit and will be entirely accessible in the event of a necessary evacuation.







GORDWAL-02

JHOGAN

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/1/2016

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**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Roblin Insurance Agency 144 Gould Street Suite 100 Needham, MA 02494	<b>CONTACT NAME:</b>	<b>FAX (A/C, No):</b> (781) 449-8976
	<b>PHONE (A/C, No, Ext):</b> (781) 455-0700	
	<b>E-MAIL ADDRESS:</b> certificates@roblininsurance.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Travelers Insurance Co	36161
<b>INSURED</b>  Premier Bartending & Beverage Service, Inc. Inc., Mr. Glen Hoffman 888 Main Street Waltham, MA 02451	<b>INSURER B:</b> Torus Specialty Insurance Co.	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			680-4B652113-16-42	03/11/2016	03/11/2017	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
	<input checked="" type="checkbox"/> Liquor Liability		MED EXP (Any one person) \$ 5,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:		PERSONAL & ADV INJURY \$ 1,000,000				
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			88915C164ALI	03/11/2016	03/11/2017	EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		AGGREGATE \$ 5,000,000				
	DED	RETENTION \$					\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Town of Arlington is additional insured with regard to liability of the named insured.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Arlington  
Town Hall  
730 Massachusetts Ave.  
Arlington, MA 02476

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Peter Roblin*



## **Town of Arlington, Massachusetts**

---

### **Vote: Special Municipal Employee/Department of Public Works**

#### **Summary:**

Michael Rademacher, Director, Department of Public Works

#### **ATTACHMENTS:**

Type	File Name	Description
▢ Reference Material	Gera_Chapter_268A.pdf	Request from DPW Director, Memorandum from Fire Chief



DEPARTMENT OF PUBLIC WORKS

51 Grove Street  
Arlington, MA 02476



RECEIVED  
SELECTMEN'S OFFICE  
ARLINGTON, MA 02476

2016 OCT 25 PM 2:26  
730 Massachusetts Avenue  
Telephone (781) 316-3108  
Fax (781) 316-3109

**Town of Arlington**  
MASSACHUSETTS 02476

November 1, 2016

*Town Clerk*

*Town of Arlington*  
730 Massachusetts Avenue  
Arlington, MA 02476

*RE: Chapter 268A, Section 20(b)(3) Certification*

*To Whom It May Concern:*

*On behalf of the Town of Arlington, Department of Public Works, I have offered part-time work as a Snow & Ice Contractor to David Gera who is currently employed full-time as a **Firefighter** with the Town of Arlington, **Fire Department**. The duties of a Snow & Ice Contractor are outside David's regular duties with the Arlington Fire Department and will be done outside of his/her regular working hours. The Department of Public Works will compensate him for not more than **500 hours per year**. I hereby certify that the contract for a Snow & Ice Contractor has been publicly noticed or – if applicable – competitively bid, and that the Department of Public Works does not have sufficient staff available to perform the duties of a Snow & Ice Contractor.*

*By their signatures below, members of the board of Selectmen approve the exemption of David Gera from G.L. c. 268A, & 20(a), for the purposes of the contract described herein.*

Signed,

  
Michael Rademacher, Director of DPW

*Approved,  
Arlington Board of Selectmen:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE:

10/24/16



## **Arlington Fire Department Town of Arlington**

Administrative Office  
411 Mass Ave, Arlington, MA 02474  
Phone: (781) 316-3801 Fax: (781) 316-3808  
Email: rjefferson@town.arlington.ma.us

*Robert J Jefferson  
Fire Chief*

Memo to: Michael Rademacher, Director of Public Works  
From: Robert J Jefferson, Fire Chief  
Date: October 20, 2016  
Subject: Fire Department employees plowing for DPW

---

I am aware and do not oppose Firefighter David Gera plowing for the town, as a private contractor, while off duty from his Fire Department schedule.






## **Town of Arlington, Massachusetts**

---

**Appointment of New Election Workers: (1) Jill Dilworth, 4 Winslow Street, Pct. 10, U; (2) Julia Vail, 88 Park Avenue, Pct. 20, U**

### **ATTACHMENTS:**

Type	File Name	Description
 Reference Material	Election_worker_records.pdf	Master Records

# ELECTION WORKER'S MASTER RECORD

Date: 10/24/16

Check One:          ✓      New Employee  
   Change to Existing Employee

Vendor #	_____	Position	RELIEF
Name:	Jill DILWORTH	Democrat	_____
Address:	4 WINDSOR ST.	Republican	_____
	Apr. 11/07	Unenrolled	✓
Zip Code	08474	Precinct	10
Alpha/ Last Name	_____	Phone #	781-316-0398

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	

# ELECTION WORKER'S MASTER RECORD

Date: 10-27-16

Check One: ☒ New Employee  
☐ Change to Existing Employee

Vendor #	_____	Position	INSPECTOR
Name:	JULIA VAIL	Democrat	_____
Address:	88 PARK AVENUE	Republican	_____
	APT. 107	Unenrolled	✓
Zip Code	02476	Precinct	20
Alpha/ Last Name	_____	Phone #	781-641-1835

Position Codes:	10 – Warden	60 – Deputy Clerk
	20 – Deputy Warden	70 – Teller
	30 – Inspector	80 – Substitute
	40 – Deputy Inspector	90 – Custodian
	50 – Clerk	



## Town of Arlington, Massachusetts

---

### Arlington Cultural Council

#### Summary:

David B. Harris

Asia Kepka

(terms to expire 10/31/2019)

#### ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	memo_from_ACC_for_appointments.docx	Request from Arlington Cultural Council
▣ Reference Material	Harris_reference.pdf	Harris resume and meeting notice
▣ Reference Material	Kepka_reference.pdf	Kepka resume and meeting notice

To: Fran Reidy, Selectmen's Office / Town of Arlington

From: Lisbet Taylor, Chair, Arlington Cultural Council

Re: Selection of 2 new Arlington Cultural Council members for  
appointment by the Board of Selectmen

---

At its monthly business meeting on October 17, 2016, the Arlington Cultural Council unanimously approved the **selection** of 2 new council members whose first term begins **as soon as they are appointed by the Board of Selectmen**, and will expire in **three years from said date in 2019**.

David B. Harris, 64 Crawford St., Arlington, MA 02474

Asia Kepka, Arlington, MA

# David B Harris

64 Crawford St.

Arlington, MA. 02474

781 648-8035

[dbharris@berklee.edu](mailto:dbharris@berklee.edu)

[David@Davidbharris.com](mailto:David@Davidbharris.com)

Web site: [www.Davidbharris.com](http://www.Davidbharris.com)

## PROFILE:

David Harris has distinguished himself performing as a trombonist, tubist, and composer/arranger in a multitude of musical styles, and as an educator. A graduate of New England Conservatory and a freelance-artist in the Boston area since 1980, Mr. Harris is featured on over 50 albums and soundtracks, and associates with a wide variety of musicians performing original music, Jazz, Pop, Funk, Klezmer, Balkan and other traditional styles.

## MAJOR ACHIEVEMENTS:

- Performances around the world at venues including **Berlin Jazz Festival**, **Montreal Jazz Festival**, the **Sauti za Busara (Zanzibar)**, **Lincoln Center**, **Carnegie Hall**, the **Philadelphia Pops**, the **Smithsonian Institute**, **The Kennedy Center**, and noted clubs such as the **Blue Note**, **Tonic** and the **Knitting Factory**.
- 3-time **1st prize recipient** of the **Massachusetts Cultural Council Fellowship for Music Composition** (1997, 2005, 2015)
- co-leader, trombonist, composer/arranger, conduction for the avant-garde big band **Jazz Composers' Alliance**, recording seven CDs to date (1990-to present)
- Trombone/tubist with the **Revolutionary Snake Ensemble**, second-line inspired brass band with one foot in NOLA, the other in Sun Ra (2010-present)
- specialist in Klezmer and Balkan brass band music, touring and recording with multiple bands.
- founding member of the avant-Jewish music ensemble **Naftule's Dream**, with three albums on Tzadik and toured extensively in N. America and Europe
- trombonist/arranger for the traditional klezmer music ensemble **Shirim**, co-arranging both their "**Klezmer Nutcracker**" and the klezmer version of Peter and the Wolf "**Pinkus and the Pig**". Recorded 7 CDs and toured Europe and N. America

## TEACHING EXPERIENCE:

- 2007- present **Berklee College of Music** associate professor  
Harmony/CWP depts. Teaching Harmony and Arranging, 1 year as Klezmer ensemble instructor
- 2007-2012, 2016-present **New England Conservatory** associate professor  
Director World Music ensemble, C I dept., jazz trombone instructor
- 2011-present **Wellesley College** jazz trombone instructor
- 1993- 2007 **Winchester Community Music School** instructor in jazz ensembles, keyboard, jazz piano, computer music, Digital Audio and Electronic Music
- 1990-2000 **All Newton Music School** instructor in trombone, brass ensemble, computer music (notation, composing/arranging with sequencing)
- 1997-98 **Newton South High School Jazz/World music director**
- 1986-90 **Wrentham School District** low brass instruction



**RECENT PROJECTS:**

- **Triarky** (tuba, composer, co-leader) Power trio of e. violin, e.tuba, and drums performing all original compositions in Rock, Funk, Jazz, Ska, and Afrobeat.
- **Revolutionary Snake Ensemble** (trombone, tuba,) A Second-line Brass band mixing NOLA traditional music with the likes of Sun Ra and James Brown. (2010-present)
- **Debo Band** (trombone, arranger) Ethiopian groove ensemble performing classic Ethiopian music of the 70's and contemporary hits. 2010 tour of Africa culminating in performance at the **Sauti za Busara**- largest festival in E. Africa on the island of Zanzibar (2009- 2011)
- **Fred Ho Celestial Green Monster Big Band** (tuba, bass trombone) All -star 21 piece avant-garde ensemble performing the compositions and arrangements of composer/bari. sax phenom Fred Ho. Feature performance at Brooklyn Academy of Music (BAM) in 2010 (2008-2012) 2 albums
- **Dave Harris and the Nu Quartet** (leader, trombone, composer) a new ensemble with original compositions and a fresh approach to improvisation. New compositions merge the likes of funk, rock, hip-hop, and mid-eastern dance rhythms with post- 20<sup>th</sup> century jazz, defining a new improvisational dynamic
- **Les Misérables Brass Band** (trombone, composer / arranger, co-director, Business manager) - Brass and percussion ensemble specializing in traditional and contemporary world music. National and international tours with Robert Wilson's "the Knee Plays"; featured concerts with David Byrne; featured performances worldwide in such places as : Carnegie Hall, W. Berlin World Music Festival, Barcelona Festival of Art, Winnipeg Folk Festival, Vancouver Folk Music Festival, Boston First Night, New York International Festival of the Arts, NYC Public Theater . (1981-present)
- **Brass Planet** (co-leader, trombone, composer / arranger)  
A bold ensemble offering unique interpretations of the world's music. From Salsa to Rock, Jazz to Cumbia, Brass Planet fuses a multitude of styles and attitudes in new concept for 4 trombones, tuba and drums. (1993 to present)

**QUALIFICATIONS / EDUCATION:**

**Software expertise** Finale, Garageband, Pro Tools, Reason, Peak, Overture, Word, Acrobat Pro, Screen Flow

**Doubles** Bb tuba, euphonium , bass trombone, piano, keyboards, e. bass

**Education** **New England Conservatory of Music**- B.M. Classical Trombone Performance 1978-81  
**Cleveland Institute of Music** 1977-78



## David Harris

Trombone, tuba, composer, producer

- **Selected recent International Performances:**

2014 **Festival of Redentore** Venice, Italy  
with Revolutionary Snake Ensemble  
2011 **Montreal Jazz Festival** with Debo Band and Fendika (singers, drummer  
and dancer from Ethiopia)  
2010 **Tour of Addis Ababa, Ethiopia** with Debo Band and Fendika  
2010 **Concert at Sauti za Busara**- largest festival in E. Africa on the island of  
Zanzibar with Debo Band and Fendika

- **Selected recent National Performances:**

2014 **UFO Festival** Roswell, NM with Revolutionary Snake Ensemble  
2014 **Kennedy Center** Wash. D.C. with Revolutionary Snake Ensemble  
2011 **SXSW** at Momo's Austin, Texas with Debo Band and Fendika  
2011 **Lincoln Center Out-of-Doors** Damrosch Park NYC with Debo Band and  
Fendika  
2011 **World Music Festival Summer Dance**- Grant Park Chicago, IL with  
Debo Band  
2011 **92<sup>nd</sup> St. Y**, NYC with Debo Band  
2010 **Brooklyn Academy of Music** with Fred Ho and the Green Monster Big  
Band  
2008 **Carnegie Hall** with David Byrne and Les Miserables Brass Band

### **Selected Compositions and Arrangements Written:**

- **Compositions/arrangement for the Jazz Composers Alliance-  
19 piece improvising large ensemble**

*Steam March* JCA Orchestra+ Strings Theory Quartet (2015)  
*L.E.G. (Latest Ethiopian Groove)* (2014)  
*Big Small Conduction for Music and Dance* (2013)  
*Conduction #1 for JCA* (2012)  
*Trek From Ethiopia part 1 and 2 for JCA* (2010-11)  
*Latest Groove* (2009)  
*Ice Water* (2008)  
*Th-Outward* (2007)  
*Isfahan*- arrangement (2007)  
*Red, Green, Blue Double Concerto for JCA and Arlington High  
Jazz Band* (2007)  
*Georgia*- arrangement (2007)

## **David Harris Additional Compositions and Arrangements Written:**

- **Composed for Debo Band-** Ethiopian based contemporary groove band:  
*Trek From Ethiopia part 1 and 2 for Debo* (2011)
- **Commissioned by Mimi Rabson:**  
*Trek Out of Ethiopia for Solo improvising 5-string Violin* (2010)
- **Original composition arranged for Berklee World Strings**  
*Trek From Ethiopia part 2 for String Orchestra* (2013)
- **Original compositions written for Triarky**  
*Ethio Soul*  
*New Shoe*  
*Rhino Mode*  
*Shakin'*  
*Stadium*
- **Composed for Nu Quartet-** trombone jazz quartet mixing funk, rock, avant-garde jazz and group improv (2007)  
*Slide In- Slide Out*  
*The Journey*  
*Outward*  
*The Jam*  
*Stranger*  
*Mode 7*  
*In Search*  
*Prelude-New Work*  
*Unseen*

## **Published Article**

“Trombone survival tips” Windplayer Magazine No. 51, Masterclass

## **David Harris Partial Discography**

- **Debo Band**

"Beyond Addis ", "Trek From Ethiopia Pt1" Trikont US-0452 (2014) composer, arranger, mix engineer, mastering, producer  
"Debo Band" SubPop SBL-72003 (2012) trombone

- **Revolutionary Snake Ensemble**

"Live Snakes" Accurate Records (2014) trombone, tuba

- **Jazz Composers' Alliance**

"Stories" Cadence CJR1244 (2013) producer, composer, trombone  
"A Wallflower in the Amazon" Accurate 5059 (2010) trombone  
"The Same Thing" Cadence CJR1205 (2008) trombone  
"Celebration of Spirit" CIMP 298 producer, composer, trombone  
"The Death of Simone Weil" Innova 582) trombone  
"In, Thru, and Out" Cadence CJR 1153 producer, composer, trombone  
"Flux" Northeastern NR 5010 trombone

- **Fred Ho Celestial Green Monster Big band**

"Year of the Tiger" Innova #789 (2011) bass trombone, tuba  
"Celestial Green Monster" Mutable/Big Red Media #001(2009) tuba, bass trombone

- **Dave Harris and Nu Quartet**

"Slide of Hand" Contrabone Record 101 (2007) leader, producer, composer, trombone, el. piano

- **Shirim Klezmer Orchestra**

"Pincus and The Pig" Tzadik TZ7195 trombone and arranger  
"Golden Dreydl: A Klezmer Nutcracker for Chanuka" Rykodisk 10628 - trombone and arranger  
"Mayse" Naftule's dream recordings 101 - trombone and mixing  
"Oy! It's Good" Newport Classic NPD85653 - trombone and arranging  
"Klezmer Nutcracker" Newport Classic NPD85640 - trombone and arranger  
"Naftule's Dream" Northeastern Records NR 5014 - trombone and co-producer  
"of Angels and Horseradish" Northeastern Records NR 5005 - trombone

- **Naftule's Dream**

"Live In Florence" Innova 572-trombone, composer, and mastering  
"Job" Tzadik TZ7153 -trombone and composer  
"Smash, Clap!" Tzadik 7125 trombone and composer  
"Klezmer Festival 1998" Knitting Factory Records KFR238 - trombone and composer  
"The Jewish Alternative Movement" Knitting Factory Records 216 - trombone  
"Klezmer Festival: Live at the Knitting Factory" Knitting Factory Records - trombone and composer  
"Search for the Golden Dreydl" Tzadik 7118 -trombone and composer  
"Klezmer Music A Marriage of Heaven & Earth" Ellipsis Arts 4090 -trombone

- **Frank London's Klezmer Allstars**

"The Brotherhood of Brass" Piranha CD-PIR1683-trombone  
"Di Shikere Kapelye" Piranha CD-PIR1467 - trombone  
"The Rough Guide to Klezmer" RGNET1047 CD (3 bands) trombone



( DH partial Discography continued)

- **Les Misérables Brass Band**

"Kickin' Some Brass" Shanachie 6028 -trombone  
 "Freedom Sounds- A Tribute to the Skatalites" Shanachie 5727 - trombone  
 "Mash It Up '93" dvs Media 2930-32007-2- trombone  
 "Pinnocchio" soundtrack RabbitEars/BMG 74041-70752-2 - trombone, composer  
 "Downtown Does the Beatles Live at the Knitting Factory"  
 Knitting Factory Works KFWCD-113 -trombone, arranger  
 "Manic Traditions" Northeastern Records NR 5004 -trombone, composer, arranger  
 "Mashin' Up the Nation" Harvard Square Records SQR 74001-2  
 "Heimat Klange" Piranha Musik pir 18  
 "The Klezmatics Shvaygn=Toyt" Piranha Musik pir 20  
 "Om-Pah, the Universal Language" Global Village Music C403

- **Chandler Travis Philharmonic**

"Blows" Sonic Trout - #28802 (2010) trombone  
 "Tarnation and Alastair Sims (AKA Kitty) Sonic Trout - #28702 - trombone  
 "Lama Rhymes" Sonic Trout - #28623 (2002) -trombone  
 "Another Christmas Gift for You" Sonic Trout - #28624 -trombone

- **Jim Guttman**

"Bessarabian Breakdown" Klezton Records -trombone

- **Ann Rabson**

"In a Family Way" Emit Doog Music - #8 - trombone, organ

- **Ben Rudnik and Friends**

"Grace's Bell" Bartlett Ave. - #002 -trombone

- **Erin McKeown**

"Sing you sinners" Netzwerk - #305642 -trombone, horn arranger

- **Kim Delmhorst**

"Strange Conversation" SIGNATURE - #1299 - trombone, tuba

- **Pacific Pops Orchestra**

"Klezmer Goes Pops" - trombone

- **Laura Andel**

"SomnambulisT" - trombone, mix engineer

- **Margo Leveritt**

"The Art of Klezmer Clarinet" Traditional Crossroads CD4296 -trombone

- **Brass Planet**

"Why Cant We?" BP777 - trombone, composer, arranger, producer  
 "Mash It Up vol 4" DVS Media BS20242 - trombone, arranger

- **Klezmer Conservatory Band**

"A Touch of Klez!" Vanguard VSD 79455 - trombone  
 "Klez!" Vanguard VSD 79449 (1984) trombone  
 "Prairie Home Companion Tourists" PHC 808 - trombone  
 "Yiddishe Renaissance" Vanguard VCD 79450 -trombone  
 "Sons of Safam" Safam Records J40979 -trombone

- **Brandford Marsalis**

"David & Goliath" Rabbit Ears - trombone

- **Jeff Warschauer Ensemble"**

"The Singing Waltz" Omega OCD 3207 - trombone  
 "Shura Lipovsky-Moments of Jewish Life" Syncoop5753CD trombone  
 "Jeff Warschauer Ensemble Live in Krakow"-trombone

- **"And the Angels Sing" North Star Records NS0035 - collaboration with the Boston MFA**

- **Joe Mulholland Sextet "Speaking for Myself" Bridge Rec.-trombone**

- **Matt Glaser Quintet "Play, Fiddle, Play" Flying Fish -trombone**

- **Didi Stewart Band "One True Heart" Northeastern -trombone**

- **Orange Then Blue "Music for Jazz Orchestra" GM Recordings - #3006 -trombone**

## **David Harris Partial list of Soundtrack recordings**

- **"Opposite of Sex"** (trombone)
- **"Prefontaine"** (trombone)
- **"Men with Guns"** (trombone)
- **"Stranger Among Us"** (trombone)

Featured klezmer soloist in this Sidney Lumet movie, music written by  
"Fiddler on the Roof" composer Jerry Bach.

- **"The Secret of Roan Inish"** (trombone)
- **"Pinnochio"** (composer, producer, trombone)

Rabbitears production, with narration by Danny Aiello,  
features an original soundtrack performed by Les Misérables Brass Band,  
available as video, cassette with illustrated book, or CD with extended music

- **"8 Men Out"** (trombone)
- **"American Experience "** (WGBH)-trombone
- **"Antique Road Show "** (WGBH)- trombone

# OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR  
DANIEL J. DUNN, VICE CHAIR  
KEVIN F. GREELEY  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

October 25, 2016

David Harris  
64 Crawford Street  
Arlington, MA 02474

Re: Appointment: Arlington Cultural Council

Dear Mr. Harris:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, October 31st at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr

# Asia Kepka

## Education

1994 New England School of Photography, Boston

1992 Film School ( Theater and Film Set Design) Lodz, Poland

## Professional Experience

2009- Present-Cinematographer

1994- Present- Fine Art and Editorial Photographer , Set Designer, Costume Designer, Set Builder,

1998-2008- Instructor/Lecturer –New England School of Photography (Advanced Color, Experimental Color)

1990-1992- Theater Set Builder – Grand Opera Theater , Lodz, Poland

## Selected Solo Exhibitions

2014 “Bridget and I”;“Horace and Agnes– A Love Story” - Griffin Museum of Photography , Winchester , MA

2014 “Horace and Agnes”- Drift Contemporary Gallery, Portsmouth , NH

2013 “Bridget and I” Alibi Fine Art, Chicago, Il

2013 “Bridget and I” – Backyard , Ogunquit, Maine

2012 “All About Meg”- Simmons School of Social Work, Boston, MA

2010 “Neon” -True Grounds, Boston, MA

2009 “Bridget and I” -Details Gallery, Rehoboth, DE

2001 “Portraits” –Zamek Gallery, Ketrzyn, Poland

2000 “Portraits” – New England School of Photography, Boston, MA

## Selected Group Exhibitions

September 2014- “Anxiety and Relief”-Brickbottom Gallery, Somerville, MA

August 2014- San Francisco International Photography Exhibition , San Francisco, CA

July 2014- 20 Juried Exhibition, Griffin Museum, Winchester, MA

June 2014 – Perfect Exposure Gallery, LA, CA



April 2014- "The Fence", Flash Forward Festival, Boston, MA .  
January 2014- "Masquarade" New Orleans Photo Alliance, New Orleans, LA .  
September 2013c New England Photography Biennial, Danforth Art .  
Museum,Framingham, MA .  
July 2013-"Portraits in Contemporary Photography"-Drift Gallery, Portsmouth,  
NH.  
May 2012c 11<sup>th</sup> National Prize Show , Cambridge Art Association, Cambridge, .  
MA 2010c Atlantic Works Gallery, Boston,MA .  
2010c Faculty Show,New England School of Photography, Boston, MA .  
2007c School of Museum of Fine Arts Gallery, Boston, MA .

## Selected Awards .

2014- Critical Mass Finalist .  
2012- Third Prize, National Prize Show, Katherine Schultz Gallery .  
2011- Massachusetts Cultural Council Fellowship Finalist .  
1994- Eddie Adams Workshop Finalist .  
1994- College Photographer of the Year ( 1<sup>st</sup> place, Fashion) .

[www.asiakepka.com](http://www.asiakepka.com) .

## OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR  
DANIEL J. DUNN, VICE CHAIR  
KEVIN F. GREELEY  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

October 25, 2016

Asia Kepka  
17 Silk Street  
Arlington, MA 02474

Re: Appointment: Arlington Cultural Council

Dear Ms. Kepka:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, October 31st at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

---

**Request: Class II**

**Summary:**

Arlington Gulf, 85 River Street, Adnan Rahim

**ATTACHMENTS:**

Type	File Name	Description
▢	Reference Material Ref_Mat_10.31.16_Arlington_Gulf_Class_II.pdf	Class II application

## LICENSE APPLICATION REPORT

Type of License:     Class II

Name of Applicant:   Adnan Rahim  
                              d/b/a Arlington Gulf  
Address:               85 River Street

The following Departments have **no objections** to the issuance of said license:

- Police                    \_\_\_\_\_x\_\_\_\_\_
- Fire                     \_\_\_\_\_
- Board of Health        \_\_\_\_\_
- Building                \_\_\_\_\_
- Planning                \_\_\_\_\_

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police                    \_\_\_\_\_
- Fire                     \_\_\_\_\_\*
- Board of Health        \_\_\_\_\_\*
- Building                \_\_\_\_\_x\_\_\_\_\_
- Planning                \_\_\_\_\_x\_\_\_\_\_

\*Please note: The Fire and the Board of Health Departments responded they do not need to report/inspect on this type of license.

**BOARD OF SELECTMEN  
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by September 7, 2016

**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 85 River Street  
Applicant's Name: Adnan Rahim d/b/a Arlington Gulf  
Telephone: 781-643-5285  
Department: Sent Interoffice Mail & E-mail  
Date: October 3, 2016

**Meeting Date: October 31, 2016**

Department of Planning and Community Development: *Jennifer Raitt, 10/26/16*

**Re: CLASS II LICENSE**

Board of Health Building  
**Planning**  
ADA Compliance

Comments by each Division or Department:

The proposed business is at the site of the Arlington Gulf station located at 85 River Street on 0.269 acres. It is located in a R1 Zoning District, which is predominantly single-family housing. The location is adjacent to the R2 district, two-family housing, and the Mystic Valley Parkway. There is another service station across the street. This site is one of the gateways into Arlington. As such, the town funded improvements to landscaping and signage on a small gateway island in front of 94 River Street. The Planning and Community Development advises that the Applicant provide fencing or screening between the parking lot and the Town's sidewalk and add landscaping to buffer cars and pedestrians.

Any changes in signage, including signs in the window, and changes to the façade of the building may be subject to review by this Department. The Applicant is reminded that all signs, including re-lettering of the existing signs require a permit issued by the Building Department. Other provisions of the Zoning Bylaw may apply as determined by the Building Inspector.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name:  
Date:

OFFICE OF THE BOARD OF SELECTMEN

CLARISSA ROWE, CHAIR  
JOHN W. HURD, VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
ANNIE LACOURT



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

RECEIVED  
SELECTMEN'S OFFICE  
ARLINGTON, MA 02476  
2016 SEP 27 PM 4:07

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

The License applied for, if Granted, cannot be Sold, Transferred or  
Surrendered without the authority of the Board of Selectmen.

APPLICATION

Application Fee:  
\$100.00

Sept 27 2016  
(Date)

To the Board of Selectmen:

The undersigned hereby make application for a  
**CLASS II LICENSE**

Name: Arlington Golf  
Address: 85 River St. Arlington, MA  
Telephone No.: 781-643-5285

SIGNATURE

RESIDENCE  
(Street and Number)

Adnan Rahim  
PRINT NAME

6 Columbus Rd.  
Woburn MA 01801

SIGNATURE  
617 840-6616  
TELEPHONE NUMBER

State country of birth \_\_\_\_\_  
Location of Business 85 River Street Arlington MA

THE COMMONWEALTH OF MASSACHUSETTS

OF

APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE  
OR ASSEMBLE SECOND HAND MOTOR VEHICLES  
OR PARTS THEREOF

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a .....  
class license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with  
the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? ..... ADNAN RAHIM .....

Business address of concern. No. .... 85 RIVER ..... St.,  
..... ARLINGTON MA ..... City — Town.

2. Is the above concern an individual, co-partnership, an association or a corporation? .....

Single owner Corporation

3. If an individual, state full name and residential address.

Adnan Rahim 6 Columbus Rd. Woburn MA 01801

4. If a co-partnership, state full names and residential addresses of the persons composing it.

N/A

5. If an association or a corporation, state full names and residential addresses of the principal officers.

President N/A

Secretary N/A

Treasurer N/A

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles? ... NO ...

If so, is your principal business the sale of new motor vehicles? .....

Is your principal business the buying and selling of second hand motor vehicles? .....

Is your principal business that of a motor vehicle junk dealer? .....



7. Give a complete description of all the premises to be used for the purpose of carrying on the business.

.....  
.....  
.....  
.....  
.....

8. Are you a recognized agent of a motor vehicle manufacturer? NO

(Yes or No)

If so, state name of manufacturer .....

.....

9. Have you a signed contract as required by Section 58, Class 1? .....

(Yes or No)

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? NO

(Yes or No)

If so, in what city — town N/A .....

Did you receive a license? N/A .....

(Yes or No)

For what year? N/A .....

11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? NO

(Yes or No)

.....  
.....  
.....  
.....

Sign your name in full. ....

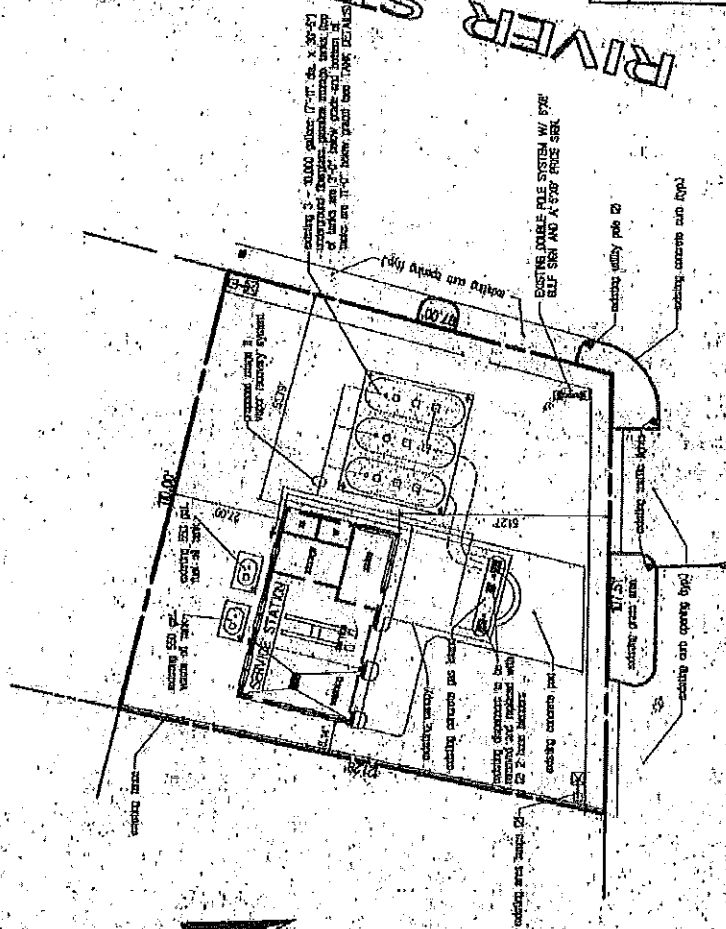
(Duly authorized to represent the concern herein mentioned)

Residence .....

### IMPORTANT

EVERY QUESTION MUST BE ANSWERED WITH  
FULL INFORMATION, AND FALSE STATEMENTS  
HEREIN MAY RESULT IN THE REJECTION OF  
YOUR APPLICATION OR THE SUBSEQUENT  
REVOCATION OF YOUR LICENSE IF ISSUED.

NOTE: If the applicant has not held a license in the year prior to this application, he must file a duplicate of the application with the registrar. (See Sec. 59)

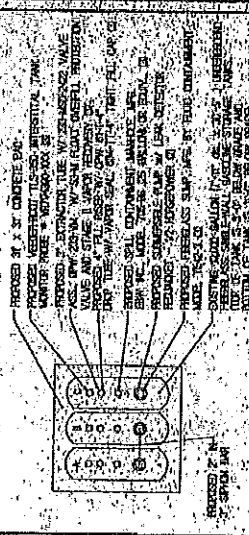


MYSTIC VALLEY PARKWAY

	TANK	CAPACITY	CONTENT	ACTUAL	RESERVE
1.	A	3,000 GALLON	WATER	2,000 GALLON	1,000
2.	B	3,000 GALLON	WATER	2,000 GALLON	1,000
3.	C	3,000 GALLON	WATER	2,000 GALLON	1,000
4.	D	500 GALLON	WATER	200 GALLON	300
5.	E	500 GALLON	WATER	200 GALLON	300

UNIVERSITY OF MARYLAND  
 717 DARTON ST.  
 GAITHERSBURG, MD. 20878  
 (301) 281-4007

TANK DETAIL

[illegible]



## Town of Arlington, Massachusetts

---

### Special Event

#### Summary:

Support Arlington Heights - D'Agostino's/Penzey's Spices Lot  
Saturday, November 12th from 5pm-7pm  
Claudine Swartz, Support Arlington Heights

#### ATTACHMENTS:

Type	File Name	Description
Reference Material	Ref_Mat_10.31.16_ThankfulHeights_final.pdf	Thankful Heights



A GATHERING TO BE

# THANKFUL IN THE HEIGHTS

NOVEMBER 12TH 5-7 PM  
PENZEYS SPICES PARKING LOT  
1293 MASS AVE.

BRING THE KIDS!  
ENJOY HOT CIDER, POPCORN &  
COOKIES

- CELEBRATE THE HEIGHTS  
IMPROVED LOOK
- DROP OFF DONATIONS TO  
ARLINGTON FOOD PANTRY





## **Town of Arlington, Massachusetts**

---

**Approval: Memorial for Major Howard Sessler**

**Summary:**

Alexander J. Salipante, Chairman, Public Memorial Committee

**ATTACHMENTS:**

Type	File Name	Description
▢ Reference Material	Ref_Mat_10.31.16_Public_Memorial_Sessler.pdf	Public Memorial Committee Decision-Major Sessler

**Arlington Public Memorials Committee**  
C/O Arlington Board of Selectmen  
730 Massachusetts Avenue  
Arlington Massachusetts 02476-4908

October 21, 2016

Mrs. Diane Mahon  
Chairman  
Arlington Board of Selectmen  
730 Massachusetts Avenue  
Arlington, MA 02476-4908

Dear Chairman Mahon:

This is to inform you and the members of your Board that the Arlington Public Memorials Committee met on Wednesday October 19, 2016 to review the request for Memorializing the late Major Howard Sessler.

Howard Sessler and Eugene McGurl were lifelong friends who grew up in Arlington. And, together they attended the Cutter School, the Junior High West and were graduates of Arlington High School. They also graduated Northeastern University and enlisted in the Air Corps Advanced Flying School during World War Two.

After the bombing of Pearl Harbor President Franklin D. Roosevelt wanted to strike back at Japan at the earliest moment. The assignment was given to Lieutenant James Doolittle. Because of the risks involved Lieutenant Doolittle asked for volunteers. The mission was to launch B25 bombers from the deck of an aircraft carrier and bomb Tokyo Japan. At the time bombers were not launched from aircraft carriers because of their size and weight. Knowing the dangers and the risks these two Arlington aviators volunteered to take part in Lieutenant James Doolittle's historic bombing mission over Tokyo Japan in 1942.

After reviewing the request submitted by Mr. John Johnson 28 Wachusett Avenue Arlington, Ma the Committee unanimously voted to memorialize Howard Sessler and join the memorials of Howard Sessler and Eugene McGurl on the island at the intersection of Summer and Brattle Street.

Therefore, please be advised that the request submitted by Mr. John Johnston dated September 20, 2016 meets the criteria for being memorialized by the Town of Arlington.

If you require any further information or assistance I can be reached at (781) 643-4485.

Sincerely,

  
Alexander J. Salipante  
Chairman

Cc John Johnston; McGurl Family



## Town of Arlington, Massachusetts

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### For Discussion & Approval: Recommendations from Parking Implementation and Governance Committee

#### Summary:

Adam W. Chapdelaine, Town Manager

#### ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	BoS_memo_St._Ag__pay-display_10-25-16_(1).pdf	Memorandum to Board





## **Town of Arlington**

Adam W. Chapdelaine  
Town Manager  
Diane M. Mahon, Chair  
Board of Selectmen

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3020

To: Board of Selectmen  
From: Parking Implementation and Governance Committee  
RE: Parking Meter Issues  
Date: October 25, 2016

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The Parking Implementation and Governance Committee (PIGC) met on October 25 to discuss two issues on which you requested input.

1. At your last meeting you requested input from the Committee on using pay-by-space rather than pay-and-display in the Robbins Library parking lot. As you know, the multi-space meter can be programmed to work either way. If pay-by-space is chosen, the parking spaces will have to be numbered, either using paint or with poles. It was noted that pay-by-space is more convenient for the driver, but requires maintenance and/or additional poles and installation, and will be inconsistent with the meters in the municipal parking lots. The Committee recommends that we try pay-by-space in the Robbins Library parking lot, using paint for now, and reassess its success in the spring.
2. Some residents have requested that the Town reconsider meters on Medford Street due to its impact on the parishioners of St. Agnes Church. The Committee noted that it is not unusual to have meters in front of houses of worship, as seen in Cambridge, Somerville and Brookline. The Committee recommends that we switch the metered space in front of the Church with the handi-capped space on Medford Street in front of the Rectory, resulting in two handi-capped spaces in front of the Church without losing a metered space for the businesses in the area.

Please let us know if we can provide you with anything further.



## Town of Arlington, Massachusetts

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### For Approval: No U-Turn Sign at Mass Ave and Boulevard Road

#### Summary:

Adam W. Chapdelaine, Town Manager

#### ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	Memo_to_BoS__Traffic_Rules_and_Orders_10-25-2016.pdf	Memorandum to Board
▣ Reference Material	U-Turn_sign_Mass-Boulevard_(1).pdf	Graphic Representation



**Town of Arlington  
Office of the Town Manager**

**Adam W. Chapdelaine**  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

**To:** Members of the Board of Selectmen

**From:** Jim Feeney, Assistant Town Manager

A handwritten signature in black ink, consisting of a stylized 'J' and 'F'.

**RE:** Request for Approval – “No U-Turn” Traffic Sign, Mass Ave. at Boulevard Rd.

**Date:** October 25, 2016

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Members of the Board may recall a citizen complaint from July of this year detailing a frequent, dangerous turning movement at the Arlington portion of the intersection of Mass Ave. and Alewife Brook Parkway. Specifically, westbound motorists on Mass Ave. in Cambridge ultimately intending to proceed southerly towards Alewife were reported to be avoiding the lengthy left-hand turn queue by crossing into Arlington, executing a “U-Turn” after the traffic island, and then proceeding to take a right-hand turn onto Alewife Brook Parkway.

Approval for the installation of a west-facing “No U-Turn” sign at the far side of the traffic island (nearest Boulevard Rd.) is sought to deter such a movement and prevent vehicles from crossing the yellow gore line and entering the intersection of Mass Ave. and Boulevard Rd. If approved, the proposed installation will be completed by the DPW Highway Division in accordance with the following schematic prepared by the DPW Engineering Division.

When researching this matter, I found this particular traffic movement had been discussed previously at Transportation Advisory Committee (TAC) meetings and verified by field observation. It seems an appropriate time to complete the installation now that remaining items of the Mass Ave. reconstruction project in East Arlington have been completed. Please do not hesitate to let me know if you require any additional information, or if you have any questions.

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MASS.	CM/STP/HP/OTN-002S(549)	79	182
PROJECT FILE NO. 604687			

END OF PROJECT NO. 604687  
STA. 67+44.26  
N 2971357.7332  
E 754454.5126



[Michal\_J] - December 11, 2013 - 8:31pm - T:\QA-013 Mass Ave\_Arlington\Drawings\QA-013\_Traffic\_Sign-Pvmt\_Mark.dwg [PART 11]



## Town of Arlington, Massachusetts

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### For Discussion & Approval: Board and Manager Goals FY2016 - FY2017

#### Summary:

Adam W. Chapdelaine, Town Manager

#### ATTACHMENTS:

Type	File Name	Description
Reference Material	Ref_Mat_10.31.16_FY2017_GOALS_As_Discussed_7_16_2016_Red_Lined.pdf	Goals red-line
Reference Material	Ref_Mat_10.31.16_FY2017_GOALS_As_Discussed_7_16_2016_Amended_NoRedLine.pdf	Goals Amended

## **FY 20165-FY 20176 Board of Selectmen Goals**

### **1) LONG RANGE FINANCIAL/STRATEGIC PLANNING & SUSTAINABILITY \***

- a) Work with Long Range Planning Committee to update existing multi-year financial plan while also considering opportunities to reduce the Town's structural deficit in preparation for future multi-year financial plans
  - *Deliverable – The Chair will provide an update to the Board of Selectmen following meetings of the Long Range Planning Committee*
  - *Deliverable – Work to engage and inform the public about the projected timeline of future overrides and debt exclusions and the corresponding service level impacts*
  - *Deliverable – Work to better utilize existing financial tools and documents (AVB & Financial Plan) to educate residents about the correlation between service levels and taxation*
- b) Continue pursuit of regionalization opportunities, remaining open to new opportunities as they present themselves
  - *Deliverable – Follow up on areas that currently include veterans' services, technology, transportation, and the expansion of mutual aid agreements and work to host a second regionalization forum*
- c) Work with legislators and other communities for a more equitable distribution of state resources
- d) Identify and communicate the Town's legislative priorities to the local delegation
  - a. Priorities to include working with utility companies to explore system upgrades and better coordination amongst varying utilities
  - b. *Work to see that MassDOT's commitment to a successful East Arlington Mass. Ave. rebuild is maintained through the conclusion of the project*
  - b. Continue to urge state leaders for a solution to the Minuteman School Building issue that is led by the Commonwealth (DESE & MSBA)
  - c. *Work with state and federal legislative delegation to urge the FAA to consider options which might mitigate the impact of the noise of flights over East Arlington*
  - d. *Work with the state and federal legislative delegation in regard to the current proposal at the Mugar property and broader concerns with the impact of Chapter 40B on Arlington*
- e) Work with the Budget and Revenue Taskforce to identify potential financial impacts of future building projects at Arlington High School and *projects related to increasing school enrollment Minuteman Regional High School*
- f) Review progress made regarding recently adopted water/sewer rate structure and billing plan *and also investigate reduction of MWRA debt shift as a means of offsetting tax bill impacts of debt exclusions*
- g) Work with the Cable Advisory Committee on negotiating and coming to agreement on new licensing agreements with the Town's three cable service providers, *paying particular attention to the need for senior rates*

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### **2) CAPITAL PROJECTS AND MAINTENANCE**

- a) Public safety buildings – (Community Safety Building *interiorenelope – FY2013-FY2016*)
  - *Deliverable – Work with Town Manager and PTBC to perform a post-project analysisBring the project to final closeout, remaining under budget*
- b) *Review inventory of publicly owned parcels that identifies jurisdictional issues and establishes parcel boundaries and investigate inclusion of data within the Town's GIS database*
  - *Deliverable – Review parcel listing and work to clarify any existing jurisdictional issues*
  - *Deliverable – Produce a sub-list of properties under the jurisdiction of the Board*
- b) *Continue to w*Work with the Town Manager and the School Department on the creation of the newly approved joint Town/School Facilities Department *with a focus on asset inventory and programming of maintenance scheduling*
- c) *Work with the Arlington High School Building Committee to begin MSBA process and determine the preferred plan for renovating/reconstructing Arlington High School*
- d) *School building renovation/construction – (Stratton Renovation, Thompson Expansion, Gibbs Renovation)*
  - e)• *Deliverable – Work with the Town Manager, PTBC, and the School Department to see that all of these projects are designed, bid, and constructed on-time and under budget*
- e) *Issue RFP for the short-term leaseConsider proposals for the sale of the property at 1207 Massachusetts Avenue and consider long-term strategy of selling the property as authorized by Town Meeting*

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- e) ~~f)~~ Monitor the implementation of Mt. Pleasant Cemetery improvements as outlined within the capital plan
- f) ~~Work to populate and cooperate with the newly created Community Preservation Committee as it works to receive, consider, and recommend eligible projects to the 2016 Annual Town Meeting~~
- g) ~~Work with the School Department, Town Manager, and the PTBC on the Stratton School renovation design during FY2016~~
- g) Work with the ARB and the Central School Feasibility Committee to consider upgrades to the Central School space focused on improving the space used as a Senior Center
- h) ~~Work with the Town Manager and the PTBC to hire an architect and begin plans for a renovation of the DPW facility~~
- h) ~~Work with the Town Manager, the Friends of the Robbins Town Hall Gardens, and the Community Preservation Committee to plan for the improvement of Town Hall and the Gardens~~
- i) ~~Public safety buildings— (Community Safety Building interior— FY2016)~~
  - ~~Deliverable— Work with the Town Manager and the PTBC to begin the construction portion of this project with a focus on bringing the project in on-time and on-budget~~

### 3) LONG RANGE COMMUNITY PLANNING, LAND USE, COMMUNITY DEVELOPMENT, AND TOURISM

- a) Work with the newly created Master Plan Implementation Committee to begin the implementation of the key strategies and recommendations contained within the Master Plan, including an immediate focus on the work of the Zoning Recodification Committee and the Residential Study Group
- b) Work with the Arlington Tourism and Economic Development Committee ~~TED~~ to review the committee's priorities and the committee's structure with a focus on developing a sustainable model through which these priorities can be achieved
- c) Continue to support efforts focused on economic development, business retention, and tourism through working with the Economic Development ~~Coordinator, with a particular focus on reducing the number of retail storefront vacancies in Arlington's commercial districts~~ Planner
- d) Work to oppose the current proposal for the Mugar property, protect the wetlands contained within the property, and work toward the best outcome for the property, the neighborhood, and the Town
- e) Continue to work with the Arlington Commission on Arts and Culture to support promotional opportunities for arts and culture in Arlington and the approval ~~the development~~ of a cultural district ~~proposal~~
- f) Consider the development of a comprehensive policy ~~strategy~~ for aligning the planning and ~~implementation~~ fundraising of the numerous special events now happening across Town
- g) Work with the Cemetery Commission and ARB to consider the impending shortage of cemetery space
- h) Work with Town Manager and other stakeholders on identifying land for storm debris and snow storage
- i) Communicate and coordinate with neighboring communities to identify issues that have regional impacts, the following included:
  - Work with Cambridge, Somerville, and the MWRA to eliminate all CSO discharges into the Alewife Brook within the next 20 years. Uphold Town Meeting vote to restore Alewife Brook to a Federal Class B waterway
  - Work with DCR and MassDOT on Alewife Greenway to protect the Town's interests and ensure that appropriate state agencies uphold their commitment to maintenance and vegetation management

### 4) TRANSPORTATION AND PARKING

- a) Continue to communicate and work with residents, businesses and relevant agencies as the Arlington Center Safe Travel to move the Mass. Ave. Corridor project moves toward its completion
- a) ~~b)~~ Continue to communicate and work with residents, businesses, and relevant agencies as Massachusetts Ave. Phase 2 moves into the design phase
- b) ~~c)~~ Work with the Parking and Implementation and Governance Committee on implementing the Arlington Center Parking Management Strategy as adopted by the Board and work to establish a Parking Benefit District as enabled by the Municipal Modernization Act
- d) Continue working on regional transportation opportunities and work to maintain and enhance cooperation with the Lexpress service



- e) Work with the Planning and Community Development Department as it studies means of getting residents to Alewife with the recently awarded First Mile, Last Mile grant
- f) Review, monitor and evaluate hackney licensing processes on an annual basis
- g) Work with ABAC and TAC to leverage the Complete Streets program and promote and encourage multimodal transportation in Arlington, support corresponding infrastructure improvements throughout Town, and explore bike sharing opportunities
- h) Work with Disabilities Commission and Department of Public Works to implement recently approved Handicapped Parking Space expansion program and continue to aggressively fund and implement ADA accessible curb ramp improvements

## 5) PUBLIC COMMUNICATIONS AND CUSTOMER SERVICE

- a) Continue exploring options for customer service enhancement including enhanced use of website and Request/Answer Center
- b) Receive quarterly reporting from the Request/Answer center with a focus on volume and response time. How long before request is acknowledged? Monitor long term unanswered requests and explore further metrics that provide value to the Board
- c) Maintain and update the ~~Continue development of~~ Selectmen's Policy Handbook and establish a policy outlining the manner and frequency in which it will be reviewed
- d) Review all board applications for licenses and permits
- e) Work with Town Manager and Public Information Officer to maintain and expand traditional and alternative means to enhance public communication
- f) Continue to enhance accessibility and transparency of Board of Selectmen proceedings through the integration of technology
- g) Review electronic packets for the Board of Selectmen and consider updates to policies and procedures
- h) Explore the implementation of remote participation for both Board members and residents and the technology that would be necessary to make it practical
- i) Work with Town Manager to implement and monitor Community Choice Aggregation program

*\*Sustainability – "Sustainability is the ability of communities to consistently thrive over time as they make decisions to improve the community today without sacrificing the future" – Tad McGilliard, ICMA*

## **FY 20165-FY 20176 Town Manager Goals**

### 1) FINANCIAL AND OPERATIONAL EFFICIENCY

- a) Work with Board of Selectmen and other Town officials to update and monitor the existing multi-year financial plan while researching and developing opportunities to reduce the Town's structural deficit in preparation for future multi-year financial plans
  - *Deliverable – Prepare multi-year planning analysis for presentation to key stakeholder groups*
  - Deliverable – Improve use of existing financial tools and documents (AVB & Financial Plan) to educate residents about the correlation between service levels and taxation
- b) Continue to evaluate current methods of delivering various services to ensure that the most productive, cost efficient method is used
- c) Continue to work with legislators and other communities for a more equitable distribution of state resources
- d) Continue to pursue grant funding and other revenue enhancing opportunities including grants available to the newly offered Community Compact program participants initiated by the Baker Administration
- e) Continue to investigate regionalization initiatives that provide both financial incentives and service delivery improvement to Arlington residents.
  - *Deliverable – Follow up on areas that currently include veterans' services, technology, transportation, and the expansion of mutual aid agreements and organize a second regionalization forum*
- f) Analyze the newly offered ICMA Insights program as a potential performance measurement tool for the organization

- g) Work with the Budget and Revenue Taskforce on identifying financial impacts of future building projects at Arlington High School and projects related to increasing school enrollment Minuteman Regional High School.
- h) Continue managing process of implementing new water and sewer rate structure along with changes to billing frequency and work with the Board to investigate a reduction to the MWRA debt shift as a means of offsetting tax bill impacts of debt exclusions
- i) Work with the Board and the Cable Advisory Committee to negotiate new licensing agreements with the Town's three cable service providers, paying particular attention to the need for senior rates

## 2) CAPITAL PROJECTS

- a) Manage Community Safety Building Repairs (FY 2016)
  - *Deliverable – Work with the PTBC to develop a post-project analysis with the PTBC for review by the Board of Selectmen Bring the project to final closeout, remaining under budget*
- b) ~~Assist Board in review of inventory of publicly owned parcels that identifies jurisdictional issues and parcel boundaries~~
  - *Deliverable – Clarify any jurisdictional issues and provide sub-list of properties under Board jurisdiction*
- b) School building renovation and construction – (Stratton Renovation, Thompson Expansion, Gibbs Renovation)
  - e) • *Deliverable – Work with the PTBC and the School Department to see that all of these projects are designed, bid, and constructed on-time and under budget* Work with the PTBC and the School Department on the Stratton School Design in FY2016
- c) Work with the Director of Public Works to manage the implementation of Mt. Pleasant Cemetery improvements as outlined within the capital plan
- d) Work as a member of the Arlington High School Building Committee to begin the MSBA process and determine the preferred plan for renovating/reconstructing Arlington High School
- d) Work with the PTBC to hire an architect and begin plans for a renovation of the DPW facility
- e) Work with the Board to consider proposals for the sale of the property at 1207 Massachusetts Avenue and consider long term strategy of selling the property as authorized by Town Meeting
- g) Work with the ARB and the Central School Feasibility Committee to consider upgrades to the Central School space focused on improving the space used as a Senior Center
- f) Work with the Friends of Robbins Town Hall Gardens, and the Community Preservation Committee to plan for the improvement of the Town Hall and Gardens
- g) Work with the newly populated Community Preservation Committee as it works to receive, consider, and recommend eligible projects to the FY2016 Town Meeting
- h) Manage Community Safety Building Repairs (CSB Interior – FY2016)
  - *Deliverable – Complete building project on schedule and on budget*

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## 3) PLANNING, LAND USE, COMMUNITY DEVELOPMENT, AND TRANSPORTATION

- a) Work with the Board of Selectman, Redevelopment Board, the Planning and Community Development Department and the newly formed and the Master Plan Implementation Committee to continue begin the implementation of the key strategies and recommendations contained within the Master Plan, including an immediate focus on the work of the Zoning Recodification Committee and the Residential Study Group
- a) Work with ATED and the Economic Development ~~Coordinator~~ Officer to further economic development, business retention, and tourism, while specifically focusing on retail vacancies in Arlington's commercial districts
- b) Work with the Parking and Implementation and Governance Committee on implementing the Arlington Center Parking Management Strategy as adopted by the Board and work to establish a Parking Benefit District as enabled by the Municipal Modernization Act
- c) Continue working with residents, businesses and relevant agencies as the Mass Ave. Corridor Phase 2 project begins the design phase nears completion

- d) Work with the Board to oppose the current proposal for the Mugar site, protect the wetlands within the property, and work toward the best outcome for the property, the neighborhood, and the Town
- e) Continue to work with the Arlington Commission on Arts and Culture to support promotional opportunities for arts and culture in Arlington and the ~~approval~~development of ~~the~~a cultural district proposal
- f) Work with ABAC and TAC to promote and encourage multimodal transportation in Arlington, support corresponding infrastructure improvements throughout Town, and explore bike sharing opportunities
- g) Work with appropriate Town departments to identify site for temporary debris and snow storage

#### 4) INFORMATION TECHNOLOGY

- a) Work with the Director of Information Technology to ~~renew~~ ~~implement~~ the 3 year IT Strategic Plan
  - Deliverable – ~~Develop new 3 year IT Strategic Plan~~ ~~Implement plan~~
- b) Work with departments to implement online bill payments
  - Deliverable – ~~Continue~~ ~~Expand~~ implementation of online bill paying to further departments
- c) Work to integrate newly established GIS data and mapping tools into departmental operations
  - Deliverable – Demonstrate integration of GIS tools into departmental operations

#### 5) PUBLIC COMMUNICATION AND CUSTOMER SERVICE

- a) Work with the Director of Information Technology and Public Information Officer to investigate the upgrade and integration of the Town's Request/Answer Center with the GIS system if appropriate
- b) Work with Public Information Officer to continue to maintain and expand the integration of social media into daily as well as emergency communications
- c) Work with Public Information Officer to further develop uses of traditional media to communicate with public

#### 6) ENERGY EFFICIENCY/SUSTAINABILITY

- a) Continue work with the Energy Working Group, leveraging Arlington's designation as a Green Community, to improve the Town's energy efficiency.
- b) Work with the Energy Working Group to plan for expenditure of the remaining balance in the \$200,000 energy efficiency fund as approved by the 2012 Town Meeting
  - Deliverable – Building upon success of initial expenditures, continue to use energy audits and other pertinent information to plan projects which have both financial and environmental benefits to the Town

#### 7) ORGANIZATIONAL

- a) ~~Complete~~ ~~Prepare to begin~~ bargaining with ~~the one~~all bargaining units ~~s for a new contract beginning in remaining for a successor agreement to begin in~~ FY20196
- b) Continue to recruit and hire qualified, professional, and excellent employees at all levels of the organization
- c) Work to integrate the Director of Assessments into the financial team overseen by the Town Manager and work to implement further improvements and efficiencies regarding the Town's financial management structure
- d) ~~Continue to i~~implement the newly created joint Town/School Facilities Department
- e) ~~Recruit a new Deputy Town Manager due to the departure of Andrew Flanagan~~

## **FY 2016-FY 2017 Board of Selectmen Goals**

### **1) LONG RANGE FINANCIAL/STRATEGIC PLANNING & SUSTAINABILITY \***

- a) Work with Long Range Planning Committee to update existing multi-year financial plan while also considering opportunities to reduce the Town's structural deficit in preparation for future multi-year financial plans
  - *Deliverable – The Chair will provide an update to the Board of Selectmen following meetings of the Long Range Planning Committee*
  - *Deliverable – Work to engage and inform the public about the projected timeline of future overrides and debt exclusions and the corresponding service level impacts*
  - *Deliverable – Work to better utilize existing financial tools and documents (AVB & Financial Plan) to educate residents about the correlation between service levels and taxation*
- b) Continue pursuit of regionalization opportunities, remaining open to new opportunities as they present themselves
  - *Deliverable – Follow up on areas that currently include veterans' services, technology, transportation, and the expansion of mutual aid agreements and work to host a second regionalization forum*
- c) Work with legislators and other communities for a more equitable distribution of state resources
- d) Identify and communicate the Town's legislative priorities to the local delegation
  - a. Priorities to include working with utility companies to explore system upgrades and better coordination amongst varying utilities
  - b. Continue to urge state leaders for a solution to the Minuteman School Building issue that is led by the Commonwealth (DESE & MSBA)
  - c. Work with state and federal legislative delegation to urge the FAA to consider options which might mitigate the impact of the noise of flights over East Arlington
- e) Work with the Budget and Revenue Taskforce to identify potential financial impacts of future building projects at Arlington High School and projects related to increasing school enrollment
- f) Review progress made regarding recently adopted water/sewer rate structure and billing plan and also investigate reduction of MWRA debt shift as a means of offsetting tax bill impacts of debt exclusions
- g) Work with the Cable Advisory Committee on negotiating and coming to agreement on new licensing agreements with the Town's three cable service providers, paying particular attention to the need for senior rates

### **2) CAPITAL PROJECTS AND MAINTENANCE**

- a) Public safety buildings – (Community Safety Building interior – FY2016 )
  - *Deliverable – Bring the project to final closeout, remaining under budget*
- b) Continue to work with the Town Manager and the School Department on the creation of the newly approved joint Town/School Facilities Department with a focus on asset inventory and programming of maintenance scheduling
- c) Work with the Arlington High School Building Committee to begin MSBA process and determine the preferred plan for renovating/reconstructing Arlington High School
- d) School building renovation/construction – (Stratton Renovation, Thompson Expansion, Gibbs Renovation)
  - *Deliverable – Work with the Town Manager, PTBC, and the School Department to see that all of these projects are designed, bid, and constructed on-time and under budget*
- e) Consider proposals for the sale of the property at 1207 Massachusetts Avenue
- f) Monitor the implementation of Mt. Pleasant Cemetery improvements as outlined within the capital plan
- g) Work with the ARB and the Central School Feasibility Committee to consider upgrades to the Central School space focused on improving the space used as a Senior Center
- h) Work with the Town Manager and the PTBC to hire an architect and begin plans for a renovation of the DPW facility
- i) Work with the Town Manager, the Friends of the Robbins Town Hall Gardens, and the Community Preservation Committee to plan for the improvement of Town Hall and the Gardens

### **3) LONG RANGE COMMUNITY PLANNING, LAND USE, COMMUNITY DEVELOPMENT, AND TOURISM**

- a) Work with the newly created Master Plan Implementation Committee to begin the implementation of the key strategies and recommendations contained within the Master Plan, including an immediate focus on the work of the Zoning Recodification Committee and the Residential Study Group
- b) Work with the Arlington Tourism and Economic Development Committee to review the committee's priorities and the committee's structure with a focus on developing a sustainable model through which these priorities can be achieved
- c) Continue to support efforts focused on economic development, business retention, and tourism through working with the Economic Development Coordinator, with a particular focus on reducing the number of retail storefront vacancies in Arlington's commercial districts
- d) Work to oppose the current proposal for the Mugar property, protect the wetlands contained within the property, and work toward the best outcome for the property, the neighborhood, and the Town
- e) Continue to work with the Arlington Commission on Arts and Culture to support promotional opportunities for arts and culture in Arlington and the approval of a cultural district
- f) Consider the development of a comprehensive policy for aligning the planning and implementation of the numerous special events now happening across Town
- g) Work with the Cemetery Commission and ARB to consider the impending shortage of cemetery space
- h) Work with Town Manager and other stakeholders on identifying land for storm debris and snow storage
- i) Communicate and coordinate with neighboring communities to identify issues that have regional impacts, the following included:
  - Work with Cambridge, Somerville, and the MWRA to eliminate all CSO discharges into the Alewife Brook within the next 20 years. Uphold Town Meeting vote to restore Alewife Brook to a Federal Class B waterway
  - Work with DCR and MassDOT on Alewife Greenway to protect the Town's interests and ensure that appropriate state agencies uphold their commitment to maintenance and vegetation management

### **4) TRANSPORTATION AND PARKING**

- a) Continue to communicate and work with residents, businesses and relevant agencies as the Arlington Center Safe Travel project moves toward its completion
- b) Continue to communicate and work with residents, businesses, and relevant agencies as Massachusetts Ave, Phase 2 moves into the design phase
- c) Work with the Parking and Implementation and Governance Committee on implementing the Arlington Center Parking Management Strategy as adopted by the Board and work to establish a Parking Benefit District as enabled by the Municipal Modernization Act
- d) Continue working on regional transportation opportunities and work to maintain and enhance cooperation with the Lexpress service
- e) Work with the Planning and Community Development Department as it studies means of getting residents to Alewife with the recently awarded First Mile, Last Mile grant
- f) Review, monitor and evaluate hackney licensing processes on an annual basis
- g) Work with ABAC and TAC to leverage the Complete Streets program and promote and encourage multimodal transportation in Arlington, support corresponding infrastructure improvements throughout Town, and explore bike sharing opportunities
- h) Work with Disabilities Commission and Department of Public Works to implement recently approved Handicapped Parking Space expansion program and continue to aggressively fund and implement ADA accessible curb ramp improvements

### **5) PUBLIC COMMUNICATIONS AND CUSTOMER SERVICE**

- a) Continue exploring options for customer service enhancement including enhanced use of website and Request/Answer Center
- b) Receive quarterly reporting from the Request/Answer center with a focus on volume and response time. How long before request is acknowledged? Monitor long term unanswered requests and explore further metrics that provide value to the Board

- c) Maintain and update the Selectmen's Policy Handbook and establish a policy outlining the manner and frequency in which it will be reviewed
- d) Review all board applications for licenses and permits
- e) Work with Town Manager and Public Information Officer to maintain and expand traditional and alternative means to enhance public communication
- f) Continue to enhance accessibility and transparency of Board of Selectmen proceedings through the integration of technology
- g) Review electronic packets for the Board of Selectmen and consider updates to policies and procedures
- h) Explore the implementation of remote participation for both Board members and residents and the technology that would be necessary to make it practical
- i) Work with Town Manager to implement and monitor Community Choice Aggregation program

*\*Sustainability – "Sustainability is the ability of communities to consistently thrive over time as they make decisions to improve the community today without sacrificing the future" – Tad McGalliard, ICMA*

# **FY 2016-FY 2017 Town Manager Goals**

## **1) FINANCIAL AND OPERATIONAL EFFICIENCY**

- a) Work with Board of Selectmen and other Town officials to update and monitor the existing multi-year financial plan while researching and developing opportunities to reduce the Town's structural deficit in preparation for future multi-year financial plans
  - *Deliverable – Prepare multi-year planning analysis for presentation to key stakeholder groups*
  - *Deliverable – Improve use of existing financial tools and documents (AVB & Financial Plan) to educate residents about the correlation between service levels and taxation*
- b) Continue to evaluate current methods of delivering various services to ensure that the most productive, cost efficient method is used
- c) Continue to work with legislators and other communities for a more equitable distribution of state resources
- d) Continue to pursue grant funding and other revenue enhancing opportunities including grants available to Community Compact program participants
- e) Continue to investigate regionalization initiatives that provide both financial incentives and service delivery improvement to Arlington residents.
  - *Deliverable – Follow up on areas that currently include veterans' services, technology, transportation, and the expansion of mutual aid agreements and organize a second regionalization forum*
- f) Analyze the newly offered ICMA Insights program as a potential performance measurement tool for the organization
- g) Work with the Budget and Revenue Taskforce on identifying financial impacts of future building projects at Arlington High School and projects related to increasing school enrollment
- h) Continue managing process of implementing new water and sewer rate structure along with changes to billing frequency and work with the Board to investigate a reduction to the MWRA debt shift as a means of offsetting tax bill impacts of debt exclusions
- i) Work with the Board and the Cable Advisory Committee to negotiate new licensing agreements with the Town's three cable service providers, paying particular attention to the need for senior rates

## **2) CAPITAL PROJECTS**

- a) Manage Community Safety Building Repairs (FY 2016)
  - *Deliverable – Bring the project to final closeout, remaining under budget*
- b) School building renovation and construction – (Stratton Renovation, Thompson Expansion, Gibbs Renovation)
  - *Deliverable – Work with the PTBC and the School Department to see that all of these projects are designed, bid, and constructed on-time and under budget*
- c) Work with the Director of Public Works to manage the implementation of Mt. Pleasant Cemetery improvements as outlined within the capital plan
- d) Work as a member of the Arlington High School Building Committee to begin the MSBA process and determine the preferred plan for renovating/reconstructing Arlington High School
- e) Work with the PTBC to hire an architect and begin plans for a renovation of the DPW facility
- f) Work with the Board to consider proposals for the sale of the property at 1207 Massachusetts Avenue
- g) Work with the ARB and the Central School Feasibility Committee to consider upgrades to the Central School space focused on improving the space used as a Senior Center
- h) Work with the Friends of Robbins Town Hall Gardens, and the Community Preservation Committee to plan for the improvement of the Town Hall and Gardens

## **3) PLANNING, LAND USE, COMMUNITY DEVELOPMENT, AND TRANSPORTATION**

- a) Work with the Board of Selectman, Redevelopment Board, the Planning and Community Development



Department and the Master Plan Implementation Committee to continue the implementation of the key strategies and recommendations contained within the Master Plan, including an immediate focus on the work of the Zoning Recodification Committee and the Residential Study Group

- a) Work with ATED and the Economic Development Coordinator to further economic development, business retention, and tourism, while specifically focusing on retail vacancies in Arlington's commercial districts
- b) Work with the Parking and Implementation and Governance Committee on implementing the Arlington Center Parking Management Strategy as adopted by the Board and work to establish a Parking Benefit District as enabled by the Municipal Modernization Act
- c) Continue working with residents, businesses and relevant agencies as the Mass Ave. Corridor Phase 2 project begins the design phase
- d) Work with the Board to oppose the current proposal for the Mugar site, protect the wetlands within the property, and work toward the best outcome for the property, the neighborhood, and the Town
- e) Continue to work with the Arlington Commission on Arts and Culture to support promotional opportunities for arts and culture in Arlington and the approval of the cultural district proposal
- f) Work with ABAC and TAC to promote and encourage multimodal transportation in Arlington, support corresponding infrastructure improvements throughout Town, and explore bike sharing opportunities
- g) Work with appropriate Town departments to identify site for temporary debris and snow storage

#### **4) INFORMATION TECHNOLOGY**

- a) Work with the Director of Information Technology to renew the 3 year IT Strategic Plan
  - *Deliverable – Develop new 3 year IT Strategic Plan*
- b) Work with departments to implement online bill payments
  - *Deliverable – Continue implementation of online bill paying to further departments*
- c) Work to integrate newly established GIS data and mapping tools into departmental operations
  - *Deliverable – Demonstrate integration of GIS tools into departmental operations*

#### **5) PUBLIC COMMUNICATION AND CUSTOMER SERVICE**

- a) Work with the Director of Information Technology and Public Information Officer to investigate the upgrade and integration of the Town's Request/Answer Center with the GIS system if appropriate
- b) Work with Public Information Officer to continue to maintain and expand the integration of social media into daily as well as emergency communications
- c) Work with Public Information Officer to further develop uses of traditional media to communicate with public

#### **6) ENERGY EFFICIENCY/SUSTAINABILITY**

- a) Continue work with the Energy Working Group, leveraging Arlington's designation as a Green Community, to improve the Town's energy efficiency.
- b) Work with the Energy Working Group to plan for expenditure of the remaining balance in the \$200,000 energy efficiency fund as approved by the 2012 Town Meeting
  - *Deliverable – Building upon success of initial expenditures, continue to use energy audits and other pertinent information to plan projects which have both financial and environmental benefits to the Town*

#### **7) ORGANIZATIONAL**

- a) Prepare to begin bargaining with all bargaining units for a new contract beginning in FY2019
- b) Continue to recruit and hire qualified, professional, and excellent employees at all levels of the organization
- c) Work to integrate the Director of Assessments into the financial team overseen by the Town Manager and work to implement further improvements and efficiencies regarding the Town's financial management structure
- d) Continue to implement the newly created joint Town/School Facilities Department



## Town of Arlington, Massachusetts

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### For Approval: Opening of Warrant for Annual Town Meeting 2017

#### ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	By-Laws.pdf	By-Laws
▣ Reference Material	Opening_of_the_Warrant_for_the_ATM_2017.pdf	Opening of the Warrant

## TITLE I

### GENERAL GOVERNMENT

#### ARTICLE 1 TOWN MEETINGS

##### **Section 1. Date of Annual Meeting and Adjournment** (ART. 93, ATM - 05/23/88) (ART. 12, ATM - 05/09/94)

The Annual Town Meeting for the purposes of conducting the regular Town Election of Town officers including Town meeting members, and for the submission of questions to the voters of the Town, if required to be submitted thereat, shall be held annually on the first Saturday of April unless the Selectmen vote not later than February 1 to establish another date in order to better suit the public convenience for reasons it shall determine including, but not limited to, conflicts with the observance of religious holidays. Said election shall be considered part of the Annual Town Meeting held in that year. All articles in the warrant for any regular Town meeting to be acted upon and determined otherwise than by ballot shall be considered at a Town meeting to be held annually on the fourth Monday in April, at eight o'clock in the evening.

##### **Section 2. Call of Meetings** (ART. 21, ATM - 04/29/96) (ART. 7, ATM - 04/28/03) (ART. 21, ATM - 05/11/11)

The Selectmen shall, before calling a Town Meeting, post a notice of their intention to do so in each municipal and school building in the Town at least five days before opening the Warrant calling the meeting. The Warrant for any Annual Town Meeting shall open not later than the first week of December nor shall it be closed earlier than the last Friday of the following January. Furthermore, the Selectmen shall make a written request to the Town's licensed cable television provider to place notice of the opening of the Warrant on a cable channel designated for community notices. Additionally, the Selectmen shall make a written request to one local newspaper to inform residents of the opening of the Warrant.

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR  
DANIEL J. DUNN, VICE CHAIR  
KEVIN F. GREELEY  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**OPENING OF WARRANT FOR  
ANNUAL TOWN MEETING**

At their meeting of Monday, October 31, 2016 at 7:15 p.m. the Selectmen voted to open the Warrant for the Annual Town Meeting. The Annual Town Meeting will take place on Monday, April 24, 2017 at 8:00 p.m. in the Arlington Town Hall. The Warrant will open Tuesday, December 6, 2016 at 8:00 a.m. and will remain open until 12:00/Noon on Friday, January 27, 2017.

_____	<b>SELECTMEN</b>
_____	<b>OF THE</b>
_____	<b>TOWN</b>
_____	<b>OF</b>
_____	<b>ARLINGTON</b>

A true copy.  
Attest:

\_\_\_\_\_  
Constable, Town of Arlington

Date: \_\_\_\_\_



## Town of Arlington, Massachusetts

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### Review and Release of Executive Session Minutes

#### Summary:

Douglas J. Heim, Town Counsel

#### ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	2.4.16_draft_executive_session_minutes.docx	2.4.16 Exec Session Draft
▢ Reference Material	2.10.16_draft_executive_minutes.doc	2.10.16 Exec Session Minutes Draft

Selectmen's Meeting  
Executive Session  
February 4, 2016  
8:00 a.m.

Present: Mr. Greeley, Chair, Mrs. Mahon, Vice Chair,. Mr. Dunn, Mr. Curro and Mr. Byrne  
Also Present: Mr. Heim and Mrs. Krepelka

1. **EXECUTIVE SESSION**

Mr. Greeley moved that the Board convene in Executive Session to discuss matters related to contract negotiations for non-union personnel pursuant to the provisions of M.G.L. C39.

Mrs. Krepelka took the roll call on the motion:

Mr. Dunn: yes  
Mr. Curro: yes  
Mr. Greeley: yes  
Mrs. Mahon: yes  
Mr. Byrne: yes

Mr. Greeley stated that he was advised yesterday afternoon (Wednesday) of Mr. Chapdelaine's intention of accepting another position in Vermont. After all members expressed their regret with the announcement, they asked Chairman Greeley to make every effort to retain the Manager. The Board believes we have an exceptional Town Manager and losing him would be a tremendous loss to the community. They discussed the market for town managers as well as issues potentially impacting retention of both Mr. Chapdelaine and any prospective town managers. Mr. Heim advised on the legal posture of the Board relative to the Manager's employment contract.

A variety of options were discussed to negotiate a new contract. In order to retain Mr. Chapdelaine the Board authorized Mr. Greeley to negotiate a new contract with an annual base salary of \$200,000, and a \$2,000 a month housing stipend. The Board also agrees to pledge its public support reduction in the number of night meetings Mr. Chapdelaine attends and the hiring of an Assistant Town Manager.

Mrs. Mahon moved to have Mr. Greeley talk with Mr. Chapdelaine as soon as possible.

SO VOTED (5-0)

At 9:15 a.m. Mr. Greeley moved to adjourn executive session.

Mrs. Krepelka took the roll call on the motion:

Mr. Dunn: yes

Mr. Curro: yes

Mr. Greeley: yes

Mrs. Mahon: yes

Mr. Byrne: yes

Submitted by:

Marie A. Krepelka  
Board Administrator



Selectmen's Meeting  
Executive Session  
February 10, 2016  
7:30 p.m.

Present: Mr. Greeley, Chair, Mrs. Mahon, Vice Chair, Mr. Dunn, Mr. Curro and Mr. Byrne  
Also Present: Mr. Chapdelaine, Mr. Heim and Mrs. Krepelka

**EXECUTIVE SESSION**

Mr. Greeley moved that the Board convene in Executive Session to discuss matters related to contract negotiations for non-union personnel – the Town Manager - pursuant to the provisions of M.G.L. C39.

Mrs. Krepelka took the roll call on the motion:

Mr. Dunn: yes

Mr. Curro: yes

Mr. Greeley: yes

Mrs. Mahon: yes

Mr. Byrne: yes

Mr. Greeley, in an effort to retain Town Manager, Mr. Adam Chapdelaine from leaving for another job, presented a new proposed contract providing terms believed to reflect the Manager's value, market conditions, and other retention issues. In addition to the substantive terms of the new proposed employment contract, Mr. Greeley emphasized the importance of the Board's public support for hiring an assistant town manager to address unsustainable workloads, and provide feasible night meeting resources both for the Town's many committees and commissions and the Manager and his Office.

After discussion by the Selectmen, a new contract for three years February 11, 2016 - February 11, 2019 was proposed offering the following base contract terms for approval in open session:

- Salary: \$200,000 year (first year with 2% yearly increase)
- Housing allowance: \$2,000 per month housing allowance
- Working Time: no more than two (2) evening meetings per week

Such terms being amenable for open session approval, at 7:25 p.m. Mr. Greeley moved to adjourn executive session and re-convene into the Selectmen meeting.

Mrs. Krepelka took the roll call on the motion:

Mr. Dunn: yes

Mr. Curro: yes

Mr. Greeley: yes

Mrs. Mahon: yes

Mr. Byrne: yes

Submitted by:

Marie A. Krepelka  
Board Administrator